



Montana Career Guide 2005



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In high school, the single most annoying question, and the one we seemed to get asked on a weekly basis, was “What do you want to do for a living?” The standard reply was, “How am I supposed to know? I’m only a sophomore!” To this, the usual response was, “That’s the time to start planning.” We didn’t know it then, but all those annoying teachers and relatives were right.

Consider this, if you wait until your senior year to decide on a career path, you may find that the type of college you want to attend requires four years of math in high school. Suppose you didn’t sign up for a math class this semester? By not planning ahead, you’ve severely limited your options.

But don’t panic (there you go, take nice deep breaths). Now remember, you are not “deciding what you want to do for the rest of your life.” Chances are, you’re going to change your mind several times along the way, and that’s okay. Only through experience do we learn what kind of work we are best suited for. That’s why it is so important to begin exploring careers early--so we have time to find out what we like and dislike about a number of jobs before committing to a certain path. And it is a commitment, of both time and money. Most jobs that pay a decent wage require a good deal of training and education. Before you shell out the bucks to attend a university, it’s a good idea to have set some clear goals for yourself.

The purpose of this guide is to help you take the first step in setting career goals. Whether you’ve known what job you want since the second grade, or have no idea what kind of jobs are out there, this guide can help. Inside you’ll find an interest assessment that will help you match up your interests with specific jobs. You’ll find an occupations guide that describes over two hundred of the top occupations in Montana, tells you how fast each is growing and what level of education is required, and lists low, median, and high-end wages. There are also sections that will help you choose a training program, gain necessary work experience, market your skills in a resume, and interview for a job.

Whether you are a high school sophomore considering careers for the first time, a stay-at-home-parent re-entering the workforce after several years, or someone just looking for a new line of work, this guide has valuable information for you. Good luck and happy hunting!

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What's Your Calling?

Some people report having had a “calling” to their chosen profession, meaning that they instinctively knew which job they were best suited to do.

For the rest of us, it's not so easy.

Even if you have no idea what career you'd like to pursue, you know that you'll want a job that matches your personality and interests. Discovering who you are and what you want out of life is probably the most important step in the career decision-making process. Unfortunately, it's also a step many people neglect when making major life decisions.

Experts agree that work satisfaction depends on matching your personality with your work environment. Working full-time can add up to 80,000 hours of work during your lifetime. Considering the number of hours of your life at stake, the amount of time it takes to do a self-assessment is negligible.

Your likes and dislikes are extremely important in your career planning. They will supply you with ideas of what types of work will suit you best. The following interest assessment is based on Holland's Interest Inventory. Mark the circle following each statement you agree with. When you are finished, add the number of marks in each column. The three letters with the highest scores are your “interest profile.”

MCIS Assessment Resources

The Montana Career Information System (MCIS) is available through most Montana high schools, and through all Montana Job Service Workforce Centers.

IDEAS Assessment

Learn which occupations match your interests

Micro SKILLS Assessment

Allows you to match your skills with specific occupations

O*Net Interest Profiler

Identify your strongest work-related interests

Work Importance Locator

Find out which work values are most important to you, then explore

All located at www.mtcis.intocareers.org

You can use your interest profile to match your interests with specific occupations. Just flip to the occupations guide (page 10) and look in the second column. You'll find interest profiles marked for each occupation. And remember, you don't have to limit yourself only to occupations that match your profile exactly. This exercise will just give you an idea of where to start looking.



Interest Assessment

I Like To...

...do puzzles		0				
...work on cars	0					
...work independently			0			
...work in teams				0		
...organize things like files, offices, or activities						0
...set goals for myself					0	
...build things	0					
...read about art or music			0			
...have clear instructions to follow						0
...influence or persuade people					0	
...do experiments		0				
...teach or train people				0		
...help people solve their problems				0		
...take care of animals	0					
...have my day structured						0
...sell things					0	
...do creative writing			0			
...work on science projects		0				
...take on new responsibilities					0	
...heal people				0		
...figure out how things work		0				
...put things together or assemble models	0					
...be creative			0			
...pay attention to details						0
...do filing or typing						0
...learn about other cultures				0		
...analyze problems, situations, or trends		0				
...play instruments or sing			0			
...dream about starting my own business					0	
...cook	0					
...act in plays			0			
...think things through before making decisions	0					
...work with numbers or charts		0				
...discuss current events or politics				0		
...keep records of my work						0
...be a leader					0	
...work outdoors	0					
...work in an office						0
...work on math problems		0				
...help people				0		
...draw			0			
...give speeches					0	

Your Interest Profile is:

Add
Each
Column →

R	I	A	S	E	C

← Write your top
three totals here

What the Letters Mean:

Realistic

Realistic people are often good at mechanical or athletic jobs. They like to work with things, like machines, tools, or plants, and they like to work with their hands. They are often practical and good at solving problems.

Social

Social people like to work directly with people rather than things. They enjoy training, instructing, counseling, or curing others. They are often good public speakers with helpful, empathetic personalities.

Investigative

Investigative people like to watch, learn, analyze and solve problems. They often like to work independently, tend to be good at math and science, and enjoy analyzing data.

Enterprising

Enterprising people like to work with other people. They particularly enjoy influencing, persuading, and performing. They like to lead and tend to be assertive and enthusiastic.

Artistic

Artistic people like to work in unstructured situations where they can use their creativity and come up with new ideas. They enjoy performing (theater or music) and visual arts.

Conventional

Conventional people are very detail oriented and like to work with data. They have good organizational and numerical abilities and are good at following instructions. Conventional people also like working in structured situations.



In-Demand Job Skills

The days when a career was a lifetime commitment are long over. The U.S. Department of Labor estimates that Americans will have an average of 3.5 different careers in their lives, and work for ten employers, keeping each job for 3.5 years.¹ This refers not to specific jobs, but entire career paths. When entering an entirely new field, in which one has little to no experience, the skills acquired through unrelated jobs and life experiences can be a major selling point on a resume. But which skills are Montana employers looking for in applicants?

The Basics:

Unsurprisingly, basic skills top the list, since they are required for most jobs. **Reading Comprehension, Active Listening, Speaking, Critical Thinking, and Writing** occupy the top 5 spots. A person will acquire some skill in the basics from high school and work experience. Postsecondary education will give an applicant a competitive edge, regardless of major. College experience also shows a willingness to learn, fulfilling skill #6: **Active Learning**.

#1 Reading Comprehension

Understanding written sentences and paragraphs in work related documents.

#2 Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

#3 Speaking

Talking to others to convey information effectively.



#4 Critical Thinking

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

#5 Writing

Communicating effectively in writing as appropriate for the needs of the audience.



#6 Active Learning

Understanding the implications of new information for both current and future problem-solving and decision-making.

#7 Judgment & Decision Making

Considering the relative costs and benefits of potential actions to choose the most appropriate one.

#8 Mathematics

Using mathematics to solve problems.

#9 Science

Using scientific rules and methods to solve problems.

Mathematics and **Science** also rank high on the list. Many high-wage occupations require a degree in math or science. For instance, Accountants and Auditors, Financial Examiners, Chemists, Microbiologists, and Wildlife Biologists all require varying levels of postsecondary education in math and science.

#10 Complex Problem Solving

Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

#11 Learning Strategies

Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

#12 Instructing

Teaching others how to do something.



Learning Strategies and **Instructing** skills can also be acquired in college, especially in Masters and Doctoral programs which give the opportunity for graduate students to teach lower level courses. Even if one is pursuing a career other than teaching, experience in a teaching assistantship proves valuable on a resume, since many professional positions require employees to train other employees, or to instruct the public. Some Dietitians and Nutritionists, for example, travel to schools, workplaces, and other institutions, giving presentations on how to eat smart and stay healthy. Most employers encourage lifetime learning, which may include personal research. Lawyers need to be highly skilled in **Learning Strategies**, since much of their work requires research, and they must keep current with the latest laws and legal precedents.

Monitoring is a skill useful for people in management and analysis occupations such as Management Analysts, Medical and Health Services Managers, Natural Science Managers, Network Systems and Data Communications Analysts, and Market Research Analysts. However, the ability to assess the performance of oneself and others has applications in a wide variety of jobs. Educational, Vocational, and School Counselors, Postsecondary English and Literature Teachers, and Compliance Officers all benefit from this skill.

Operations Analysis is the only technical skill to make the top fifteen. High importance is placed on this skill in occupations ranging from Computer Software Engineers and Network Systems Analysts to Natural Science Managers and Foresters. Operations Analysis made the list because it is required not only in high technology occupations, but in many other management and science fields. Occupations in technology tend to require high levels of other technical skills that did not make the list, such as **Programming** and **Technology Design**.

#13 Monitoring

Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

#14 Operations Analysis

Analyzing needs and product requirements to create a design.

#15 Coordination

Adjusting actions in relation to others' actions.

Who knows what new career paths the future will bring? The best source of job security in the new economy is the individual development of skills. Identifying the skills valued most by employers will help individuals to invest their training time wisely, and allow colleges and vo-techs to develop curriculums which will best benefit students seeking employment and businesses that need a labor force trained in the most applicable skills.

Occupations Guide

If there's one message to take away from this guide, it's that getting the kind of career you want takes planning. Whether you already know what you want to do, or have no idea what kinds of jobs are out there, our Occupations Guide will help you make informed career decisions.



Here's how it works:

The Occupations Guide lists Montana jobs with significant employment levels (200 jobs or more) and breaks them into 16 "career clusters," or groupings of interrelated occupations.

The introduction to each cluster explains what kind of jobs and activities are included, and what the employment outlook is for that cluster.

Each introduction is followed by a table that breaks down the occupations by the levels of education they require.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Surveyors	IER	Make exact measurements and determine property boundaries. Provide data on land features for engineering, mapmaking, mining, land evaluation, construction, and other purposes.		

Use the Interest Profile to match your interest code (see pages 5-7) to specific occupations.

Find out about the duties and activities of jobs you never even knew existed. Even if you think you know what you want to do, you may find an occupation even better suited to your interests and abilities

Can you have the kind of lifestyle you want working in your chosen profession? Use the wages chart to find out.

Is this occupation growing? Declining? How fast? The outlook column provides a quick visual guide to job growth. Use the key below to interpret the symbols.

Outlook Key



Much Faster Growth than the State Average



Faster Growth than the State Average



Same Growth Rate as the State Average



Slower Growth than the State Average



Much Slower Growth than the State Average



Declining Occupation

Agriculture, Food, and Natural Resources

Do you collect rocks?

Do you have a green thumb?

Do you enjoy working with animals?

Are you interested in protecting the environment?

Do you enjoy working outdoors?

Are science classes your favorite?

If you chose to work in occupations in the Agriculture, Food, and Natural Resources cluster, you could raise plants and animals as sources for food and shelter. Or you could focus on selling and making products from plants and animals, including food, lumber, and fabrics. You might also advise farmers and ranchers, or work to conserve natural resources and protect the environment.

National Employment Outlook

The prospects in farm production will be limited. Prices paid for farm products continue to stay low. Farms will be fewer and larger. A 7.8 percent decline is expected in the number of self-employed farm and ranch operators.

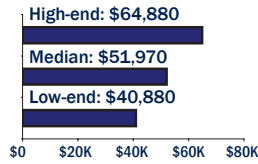

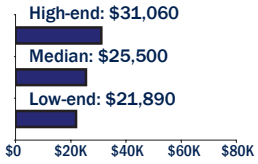

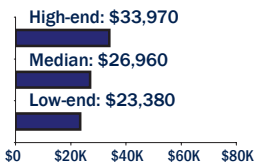

You will find more jobs in agricultural services. The number is likely to increase 37% through the year 2012. Turnover is very high among animal caretakers and farm and ranch workers. The turnover is the result of the seasonal and part-time nature of the work, as well as the low pay and high physical demands.

Employment will increase in landscaping and horticultural services. This will be a result of new










construction. In addition, a growing number of homeowners use lawn maintenance and landscaping services to enhance the beauty of their property and to conserve leisure time.


Veterinary services will continue to grow because of increases in the number of pet owners. Pet owners are expected to take advantage of grooming services and boarding services.

Employment growth in farm-related agricultural services—crop services, soil preparation services, farm labor and management services, and livestock services—are linked to the health of agricultural production. When farmers and ranchers face difficult times, the demand for agricultural services drops.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Foresters	RIC	Manage forestlands, appraise timber prices, supervise the planting and growing of new trees.		
Associate's Degree				
Forest & conservation technicians	RIC	Compile data pertaining to size, content, and condition of forest tracts, under direction of foresters; train and lead forest workers in forest propagation, fire prevention and suppression.		
Post-Secondary Vocational Training				
Farm equipment mechanics	RCE	Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems.		

Agriculture, Food, & Natural Resources Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Farmworkers & laborers, crop, nursery & greenhouse	RIC	Manually plant, cultivate, and harvest crops. Duties include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; cleaning, grading, sorting, packing and loading harvested products.	High-end: \$24,190 Median: \$17,630 Low-end: \$13,310	
Farmworkers, farm & ranch animals	RIC	Attend to live farm, ranch, or aquacultural animals. Duties may include feeding, watering, herding, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals.	High-end: \$18,280 Median: \$15,560 Low-end: \$13,270	
Logging equipment operators	REC	Drive logging tractor or wheeled vehicle equipped with one or more accessories to fell trees; to skid, load, unload, or stack logs; or to pull stumps or clear brush.	High-end: \$36,180 Median: \$32,430 Low-end: \$28,980	
Earth drillers, except oil & gas	RCE	Operate a variety of drills--such as rotary, churn, and pneumatic--to tap sub-surface water and salt deposits, to remove core samples during mineral exploration or soil testing, and to facilitate the use of explosives in mining or construction.	High-end: \$42,120 Median: \$33,430 Low-end: \$27,820	
Roustabouts, oil & gas	RCE	Assemble or repair oil field equipment using hand and power tools. Perform other tasks as needed.	High-end: \$37,050 Median: \$26,560 Low-end: \$21,600	
Helpers--extraction workers	RCE	Help extraction craft workers, such as earth drillers, blasters and explosives workers, derrick operators, and mining machine operators, by performing duties of lesser skill. Duties include supplying equipment or cleaning work area.	High-end: \$33,150 Median: \$26,160 Low-end: \$21,680	
Butchers & meat cutters	REC	Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments.	High-end: \$27,930 Median: \$23,260 Low-end: \$17,620	
Sawing machine setters, operators & tenders	RC	Set up, operate, or tend wood sawing machines. Includes head sawyers.	High-end: \$33,010 Median: \$28,470 Low-end: \$19,060	
Water & liquid waste treatment plant & system operators	RCI	Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or liquid waste.	High-end: \$36,950 Median: \$29,080 Low-end: \$22,140	

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Petroleum pump system operators, refinery operators, & gaugers	RIC	Control the operation of petroleum refining or processing units. May specialize in controlling manifold and pumping systems, gauging or testing oil in storage tanks, or regulating the flow of oil into pipelines.	High-end: \$56,180 Median: \$50,490 Low-end: \$42,320	Info Not Available
Excavating & loading machine & dragline operators	RC	Operate or tend machinery equipped with scoops, shovels, or buckets, to excavate and load loose materials.	High-end: \$50,610 Median: \$41,310 Low-end: \$30,570	

Architecture and Construction

Do you often admire the buildings around you?
 Do you like to work with tools, objects, & numbers?
 Do you like to create models or make designs?
 Do you like to work both alone and with others?



Do you like to work with your hands?
 Can you visualize objects in your mind?
 Do you like to use both mental and manual skills to solve problems?

If you work in occupations in the Architecture and Construction cluster, you would be responsible for buildings and other structures such as highways and bridges. You might make designs and plans for new structures. Or, you would use the plans to build new structures and manage construction workers. Another option would be to take care of, repair, and restore existing structures.










National Employment Outlook

If you are interested in working in construction, you will probably find a job. The job openings will vary with the different occupations. Many workers leave their jobs because of the hard physical work and uncomfortable working conditions. More jobs will be available in occupations that require technical skills and involve more training. This includes







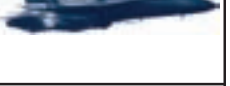


bricklayers and stonemasons, electricians, sheet metal workers, and heating and cooling system mechanics. When interest rates are low, people get loans to build new houses. Industrial companies are replacing old, outdated facilities. Hospitals and health care facilities are adding on to meet the needs of the aging population. These conditions result in more job opportunities.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Construction managers	ERC	Plan, direct, coordinate, or budget the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its implementation.	High-end: \$59,040 Median: \$48,620 Low-end: \$40,700	
Architects, except landscape & naval	ARI	Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property.	High-end: \$64,840 Median: \$49,140 Low-end: \$39,610	

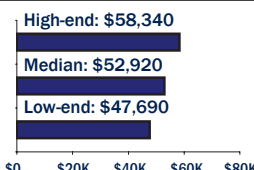

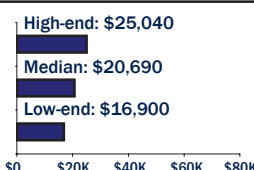

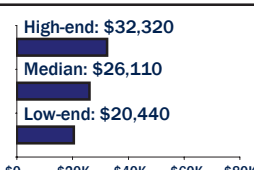

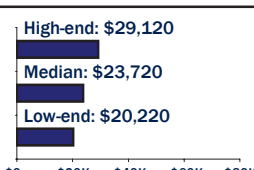

Architecture & Construction Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Surveyors	IER	Make exact measurements and determine property boundaries. Provide data on land features for engineering, mapmaking, mining, land evaluation, construction, and other purposes.	High-end: \$45,250 Median: \$35,320 Low-end: \$29,850	
Post-Secondary Vocational Training				
Architectural & civil drafters	RCA	Prepare detailed drawings of architectural structures and topographical relief maps used in civil engineering projects. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings.	High-end: \$38,110 Median: \$32,960 Low-end: \$28,470	
On-The-Job Training				
Brickmasons & blockmasons	R	Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures.	High-end: \$46,800 Median: \$36,720 Low-end: \$28,660	
Carpenters	RC	Construct, install, or repair wooden structures and fixtures, such as concrete forms, building frameworks, stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation.	High-end: \$40,550 Median: \$34,120 Low-end: \$28,600	
Cement masons & concrete finishers	R	Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; use saws to cut expansion joints.	High-end: \$41,500 Median: \$33,630 Low-end: \$28,220	
Construction laborers	RC	Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. May operate hand and power tools of all types.	High-end: \$30,960 Median: \$22,960 Low-end: \$19,300	
Paving, surfacing, & tamping equipment operators	R	Operate concrete and asphalt paving machines, tamping machines, stone spreaders, and other machines used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways.	High-end: \$34,840 Median: \$31,860 Low-end: \$28,840	
Operating engineers & construction equipment operators	RC	Operate several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders. May repair and maintain equipment in addition to other duties.	High-end: \$44,030 Median: \$35,410 Low-end: \$28,710	
Electricians	RIC	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.	High-end: \$53,780 Median: \$44,150 Low-end: \$34,690	

Architecture & Construction Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Insulation workers, floor, ceiling, & wall	R	Line and cover structures with insulating materials. May work with batt, roll, or blown insulation materials.	High-end: \$24,210 Median: \$19,270 Low-end: \$16,430	
Painters, construction & maintenance	R	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.	High-end: \$33,900 Median: \$28,280 Low-end: \$23,170	
Plumbers, pipefitters, & steamfitters	R	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.	High-end: \$53,880 Median: \$48,180 Low-end: \$36,330	
Roofers	R	Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.	High-end: \$35,550 Median: \$29,050 Low-end: \$24,690	
Sheet metal workers	RC	Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings.	High-end: \$45,270 Median: \$35,110 Low-end: \$26,900	
Helpers--carpenters	RC	Help carpenters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.	High-end: \$26,430 Median: \$24,080 Low-end: \$21,490	
Helpers--pipelayers, plumbers, pipefitters, & steamfitters	R	Help plumbers, pipefitters, steamfitters, or pipelayers by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.	High-end: \$43,710 Median: \$34,120 Low-end: \$23,240	
Highway maintenance workers	RC	Maintain highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences.	High-end: \$35,670 Median: \$32,280 Low-end: \$27,970	
Maintenance & repair workers, general	RC	Keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; or preparing electrical or mechanical equipment.	High-end: \$34,540 Median: \$28,770 Low-end: \$20,270	

Architecture & Construction Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Electrical power-line installers and repairers	RC	Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers.		
Helpers--installation, maintenance, & repair workers	RC	Help with maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment. Furnish tools, materials, and supplies to other workers, and clean work areas, machines, and tools.		
Structural metal fabricators & fitters	RC	Fabricate, lay out, position, align, and fit parts of structural metal products.		
Cabinetmakers & bench carpenters	RA	Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products.		

Arts, A/V Technology, and Communications

Do you like to perform in front of an audience?
Are you interested in working in the movies or television?
Do you like to work with technology?

Is artistic expression important to you?
Are you visually oriented?
Does computer animation interest you?
Are you active in school or community theatre?

If you are interested in working in this cluster, you have two avenues. One is to be the performer or artist. The other is to work behind the scenes to make the performance or publication happen. As a reporter, actor, or fine artist, you would use your creative talents. To assure that a concert or magazine is successful, you would use computers and sound equipment. The occupations in this cluster allow you to use your creativity, talent, and technical skills.









National Employment Outlook

The job opportunities in broadcasting, journalism, and printing will be limited in the future. Most of the jobs will result when workers retire or go to other jobs. Increased use of technology means fewer workers will be needed. Many people are attracted to these occupations because of the glamour of the jobs. As a result, there are many applicants for


broadcasting jobs. Additionally, many stations are combined under one network and fewer workers are needed.

You may find more job opportunities in films. More movies and programs are needed for the cable and satellite television channels. Most of the jobs will be for those working behind the scenes.

Arts, A/V Technology, and Communications Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Reporters & correspondents	AIE	Collect and analyze facts about newsworthy events by interview, investigation, or observation. Report and write stories for newspaper, news magazine, radio, or television.	High-end: \$38,210 Median: \$26,310 Low-end: \$19,870	
Bachelor's Degree				
Graphic designers	AE	Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.	High-end: \$35,090 Median: \$28,370 Low-end: \$22,480	
Post-Secondary Vocational Training				
Gaming & sports book writers & runners	EC	Assist in the operation of games such as keno and bingo. Scan winning tickets presented by patrons, calculate amount of winnings and pay patrons.	High-end: \$19,970 Median: \$17,060 Low-end: \$15,330	
On-The-Job Training				
Radio & television announcers	ASE	Talk on radio or television. May interview guests, act as master of ceremonies, read news flashes, identify station by giving call letters, or announce song title and artist.	High-end: \$27,710 Median: \$18,410 Low-end: \$13,250	
Amusement & recreation attendants	RCE	Perform a variety of attending duties. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.	High-end: \$17,440 Median: \$14,760 Low-end: \$12,850	
Gaming change persons & booth cashiers	CRE	Exchange coins and tokens for patrons' money. May issue payoffs and collect patron's signatures. May operate a booth in the gaming area and count money in drawers.	High-end: \$19,320 Median: \$16,330 Low-end: \$13,490	
Coin, vending, & amusement machine servicers & repairers	R	Install, service, adjust, or repair coin, vending, or amusement machines including video games, juke boxes, pinball machines, or slot machines.	High-end: \$29,890 Median: \$24,400 Low-end: \$18,250	
Printing machine operators	RC	Set up or operate various types of printing machines, such as offset, letterset, intaglio, or gravure presses or screen printers to produce print on paper or other materials.	High-end: \$32,270 Median: \$24,890 Low-end: \$18,970	

Arts, A/V Technology, & Communications Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Photographic processing machine operators	RC	Operate photographic processing machines, such as photographic printing machines, film developing machines, and mounting presses.	High-end: \$26,510 Median: \$20,630 Low-end: \$16,970	

Business, Management, and Administration

Do you enjoy working with other people?
 Are you good at working with numbers?
 Do you like to plan and organize activities?




Have you started your own business?
 Do you keep your checkbook balanced?
 Are you an officer of an organization?

If you are interested in the Business, Management, and Administration, there are many career options. You may provide the needed support to keep a business in operation. Or you might keep track of the expenses and income. You could manage the financial activities of a business. Another option is to be sure that a business has qualified employees who are trained to do their jobs. Or after years of education or experience, you might direct the operations of a business.










National Employment Outlook

There will be job opportunities in business, management, and administration in the future. Most of the opportunities will be in management. Other openings will be the result of workers retiring or leaving their jobs. To qualify for these higher paying jobs, you will probably have to attend college and have several years of work experience.



The increased use of technology in the storage and use of information will mean fewer job openings in some pathways in this cluster. Businesses will need fewer employees to do support work. Business owners will be able to do their own business analysis using the latest software programs.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree or higher, plus related work experience				
Chief executives	ECS	Determine and formulate policies and provide the overall direction of companies or organizations. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.	High-end: \$120,450 Median: \$75,180 Low-end: \$39,040	
General & operations managers	ECS	Plan, direct, or coordinate the operations of companies or organizations. Duties include formulating policies, managing daily operations, and planning the use of materials and human resources.	High-end: \$68,840 Median: \$46,650 Low-end: \$32,110	
Public relations managers	EAS	Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client. May plan and direct fundraising activities.	High-end: \$54,370 Median: \$39,830 Low-end: \$32,110	

Business, Management, & Administration Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree or higher, plus related work experience				
Administrative services managers	ECS	Plan, direct, or coordinate supportive services of an organization, such as recordkeeping, mail distribution, and other office support. May oversee a facility's planning, maintenance, and custodial operations.	High-end: \$58,660 Median: \$48,200 Low-end: \$36,440	
Management analysts	CEI	Conduct organizational studies and evaluations, design systems and procedures, and conduct work simplifications and measurement studies to assist management in operating more efficiently and effectively.	High-end: \$66,470 Median: \$49,210 Low-end: \$36,420	
Bachelor's Degree				
Employment, recruitment, & placement specialists	ESC	Recruit and place workers.	High-end: \$40,260 Median: \$32,520 Low-end: \$27,010	
Work experience in a related occupation				
New accounts clerks	CES	Interview persons desiring to open bank accounts. Explain banking services available to prospective customers and assist them in preparing application form.	High-end: \$27,470 Median: \$24,270 Low-end: \$20,670	
On-The-Job Training				
Customer service representatives	CES	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.	High-end: \$27,130 Median: \$21,720 Low-end: \$17,610	
File clerks	CE	File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.	High-end: \$21,500 Median: \$17,880 Low-end: \$14,400	
Human resources assistants, except payroll & timekeeping	CES	Compile and keep personnel records. Record data for each employee, such as address, earnings, absences, amount of sales or production, and performance evaluations. Compile and type reports from employment records.	High-end: \$33,780 Median: \$27,770 Low-end: \$23,150	
Receptionists & information clerks	CES	Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.	High-end: \$22,040 Median: \$19,030 Low-end: \$16,130	
Executive secretaries & administrative assistants	CES	Provide high-level administrative support by conducting research, preparing reports, handling information requests, arranging conference calls, and scheduling meetings. May also train and supervise clerical staff.	High-end: \$33,170 Median: \$27,120 Low-end: \$22,810	

Business, Management, & Administration Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Secretaries, except legal, medical, & executive	CES	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	High-end: \$24,640 Median: \$20,920 Low-end: \$17,720	
Mail clerks & mail machine operators, except postal service	CR	Prepare incoming and outgoing mail for distribution. May use a variety of machines to sort and affix postage to mail. Duties may also include keeping necessary records and completed forms.	High-end: \$21,410 Median: \$17,110 Low-end: \$13,820	Info Not Available
Office clerks, general	CRE	Perform duties too varied and diverse to be classified in any specific office clerical occupation. Clerical duties may include answering telephones, bookkeeping, word processing, stenography, office machine operation, and filing.	High-end: \$22,790 Median: \$18,680 Low-end: \$15,280	

Education and Training

Are you patient?

Have you coached sports activities?

Do you like to speak in front of groups?

Do you enjoy teaching games to children?

Are you outgoing?


Do you like being in school?

In the Education and Training cluster, you would have the opportunity to guide and train young people. As a teacher, you could influence young lives. In addition, you could support the work of the classroom teacher as a counselor, librarian, or principal. If you are interested in working with adults, you could provide training to employees in a business. Each of these settings provides you with the chance to help people learn and improve their lives.










National Employment Outlook

Job opportunities for educators are expected to grow about as fast as average or about 20 percent over the next ten years. Most of the openings will result from workers and educators retiring. In the future there may not be enough teachers graduating from college to fill the job openings. Positions in math, science, bilingual, and special education will continue to be difficult to fill.








However, many state governments and local school districts are facing budget problems. As a result, schools are cutting support services and some educational programs. If these financial problems continue, more schools will combine and more programs will be cut. As a result employment may grow more slowly.

Occupation	Interest Profile	Description	Wages	Outlook
Doctoral Degree				
Post-secondary Teachers	SI	Teach courses in a variety of fields at the college level. May also require research and publication of reports and professional papers.	High-end: \$62,865 Median: \$47,820 Low-end: \$33,865	

Education & Training Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Master's Degree				
Educational, vocational, and school counselors	SAC	Counsel individuals and provide group educational and vocational guidance services.	High-end: \$50,720 Median: \$40,940 Low-end: \$29,750	
Health educators	SIE	Promote, maintain, and improve individual and community health. Collect and analyze data to identify community needs in order to develop programs designed to encourage healthy lifestyles, policies and environments.	High-end: \$37,050 Median: \$30,010 Low-end: \$23,590	
Librarians	ACI	Select, acquire, catalogue, classify, circulate, and maintain library materials. May set up or work with databases and information systems to catalogue and access information.	High-end: \$43,930 Median: \$35,420 Low-end: \$27,860	
Instructional coordinators	SIA	Develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses.	High-end: \$37,490 Median: \$25,560 Low-end: \$21,280	
Speech-language pathologists	SI	Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.	High-end: \$52,520 Median: \$43,930 Low-end: \$35,250	
Bachelor's Degree plus work experience in a related occupation				
Education administrators, elementary and secondary school	CEI	Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private elementary or secondary level schools.	High-end: \$69,090 Median: \$59,560 Low-end: \$51,380	
Education administrators, postsecondary	EISC	Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities at postsecondary institutions, including universities, colleges, and junior and community colleges.	High-end: \$96,190 Median: \$71,360 Low-end: \$51,520	
Bachelor's Degree				
Training and development specialists	SEC	Conduct training and development programs for employees.	High-end: \$43,250 Median: \$34,290 Low-end: \$26,670	
Teachers, elementary, middle school & secondary	SAI	Instruct students in public and private schools at the elementary, middle school, or secondary levels. Elementary teachers generally teach all subjects, while middle and secondary school teachers may specialize in one or more subjects.	High-end: \$43,650 Median: \$35,270 Low-end: \$27,780	

Education & Training Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Teachers, Preschool & Kindergarten	SAI	Teach basic natural and social science, personal hygiene, music, art, and literature to children up to 6 years old. Promote physical, mental, and social development. May be required to hold State certification.	High-end: \$41,040 Median: \$26,790 Low-end: \$15,530	
Post-secondary Vocational Training				
Fitness trainers and aerobics instructors	SRE	Instruct groups or individuals in exercise activities and the fundamentals of sports. Demonstrate techniques and methods of participation. Observe and advise participants on how to correct or improve performance.	High-end: \$33,080 Median: \$27,470 Low-end: \$21,900	
Work experience in a related occupation				
Self-enrichment education teachers	SA	Teach or instruct courses other than those that normally lead to an occupational objective or degree, such as dance, gymnastics, martial arts, yoga, language, swimming, and art instructors.	High-end: \$49,300 Median: \$27,680 Low-end: \$21,470	
On-The-Job Training				
Library technicians	CS	Help library patrons locate books and other materials, and answer basic questions. Compile records, sort and shelf books, remove or repair damaged books, register patrons, and check materials in and out of the circulation process.	High-end: \$23,810 Median: \$19,410 Low-end: \$15,360	
Teacher assistants	SCA	Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation.	High-end: \$21,560 Median: \$18,360 Low-end: \$15,760	
Coaches and scouts	ERS	Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. Evaluate athletes' strengths and weaknesses as possible recruits or to prepare them for competition.	High-end: \$25,340 Median: \$14,220 Low-end: \$12,640	
Library assistants, clerical	CR	Compile records, sort and shelf books, and issue and receive library materials. Locate library materials for loan. Register patrons to permit them to borrow books, periodicals, and other library materials.	High-end: \$22,000 Median: \$17,840 Low-end: \$14,120	

Finance

Are you the treasurer of a club or organization?
Do you enjoy working with numbers?
Do you balance your checkbook?

Are you interested in the stock market?
Do you like to operate calculators?
Are you good at following detailed work plans?

In the occupations in the Finance cluster, you would keep track of money. You might provide financial services to a business or individual. Your work could include maintaining records or giving advice to business executives on how to operate their business. You could work in financial planning, banking, or insurance.





National Employment Outlook

Job opportunities in banking and insurance are expected to increase slowly. Most job openings will be the result of employees leaving their jobs or retiring. As the use of technology increases, fewer workers will be needed to do administrative and support tasks. More people will be completing their insurance and banking transactions on the computer.










In addition, smaller banks are merging into larger banks and need fewer employees. Insurance companies are using the Internet to sell their






products and need fewer sales agents. Also, some insurance companies are reducing the number of employees because of budget problems.

Employment in financial planning and investment is expected to grow about 15 percent or about as fast as average. More people are investing in the stock market because interest rates are low. Also, people are more interested in investing in markets in foreign countries. As people get older, they are looking for assistance in planning for their retirement.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree or higher, plus related work experience				
Financial managers	EC	Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.	High-end: \$70,390 Median: \$53,030 Low-end: \$38,740	
Bachelor's Degree				
Compensation, benefits, & job analysis specialists	ICE	Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.	High-end: \$51,610 Median: \$38,250 Low-end: \$30,170	
Accountants & auditors	CEI	Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.	High-end: \$48,810 Median: \$38,990 Low-end: \$31,730	
Credit analysts	CE	Analyze current credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with this credit information for use in decision-making.	High-end: \$48,550 Median: \$36,930 Low-end: \$26,300	

Finance Occupations

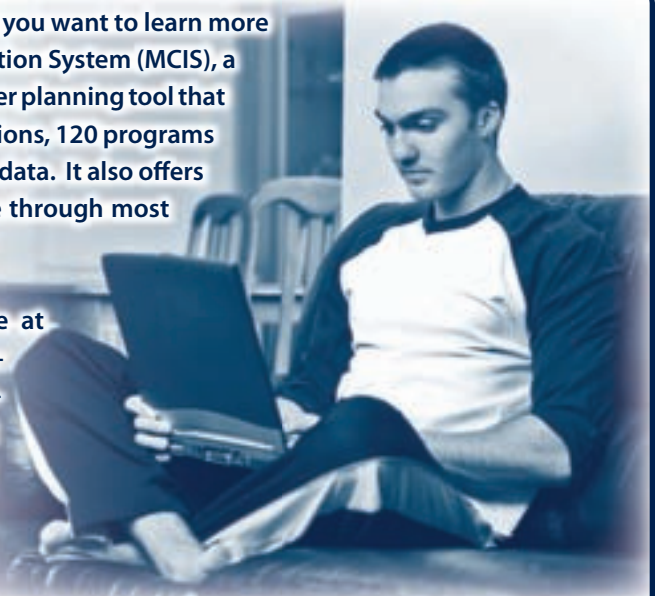
Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Personal financial advisors	SEC	Advise clients on financial plans utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate.	High-end: \$76,520 Median: \$52,350 Low-end: \$37,330	
Loan officers	ESC	Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payment.	High-end: \$52,660 Median: \$39,390 Low-end: \$30,670	
Insurance sales agents	ESC	Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.	High-end: \$41,580 Median: \$27,580 Low-end: \$22,990	
Securities, commodities, & financial services sales agents	ECS	Buy and sell securities in investment and trading firms, or call upon businesses and individuals to sell financial services. Provide financial services, such as loan, tax, and securities counseling.	High-end: \$100,930 Median: \$51,520 Low-end: \$28,550	
Work experience in a related occupation				
Cost estimators	CE	Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service.	High-end: \$47,030 Median: \$39,040 Low-end: \$30,970	
On-The-Job Training				
Claims adjusters, examiners, & investigators	EC	Review settled claims to determine that settlements have been made in accordance with company practices and procedures. Confer with legal counsel on claims requiring litigation.	High-end: \$47,920 Median: \$36,810 Low-end: \$28,770	
Title examiners, abstractors, & searchers	CE	Search real estate records, examine titles, or summarize pertinent legal or insurance details. May compile lists of mortgages, contracts, and other instruments pertaining to titles by searching public and private records.	High-end: \$35,640 Median: \$26,610 Low-end: \$21,390	
Bill & account collectors	CE	Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Initiate repossession proceedings or service disconnection. Keep records of collection and status of accounts.	High-end: \$28,340 Median: \$23,810 Low-end: \$20,750	
Billing & posting clerks & machine operators	C	Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.	High-end: \$27,920 Median: \$22,840 Low-end: \$19,270	

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Bookkeeping, accounting, & auditing clerks	CE	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.	High-end: \$28,370 Median: \$23,360 Low-end: \$19,100	
Payroll & timekeeping clerks	CE	Compile and post employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions. May prepare paychecks.	High-end: \$30,100 Median: \$24,490 Low-end: \$20,620	
Tellers	CE	Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.	High-end: \$22,170 Median: \$18,980 Low-end: \$16,800	
Loan interviewers & clerks	CE	Interview loan applicants; investigate applicants' backgrounds and verify references; prepare loan request papers; and complete transactions between loan establishment, borrowers, and sellers upon approval of loan.	High-end: \$29,100 Median: \$23,470 Low-end: \$20,010	
Insurance claims & policy processing clerks	CE	Process new insurance policies, modifications to existing policies, and claims forms. Obtain information from policyholders to verify the accuracy and completeness of information.	High-end: \$27,900 Median: \$23,000 Low-end: \$19,780	

Can't find the occupation you're looking for?

Can't find a certain occupation in this guide? Or perhaps you want to learn more about one you did find? Try the Montana Career Information System (MCIS), a comprehensive guide to Montana occupations and a career planning tool that provides detailed information on more than 497 occupations, 120 programs of study, and Montana wages, employment, and outlook data. It also offers a scholarship and financial aid search. MCIS is available through most high schools or your local Job Service Workforce Center.

Also check the Research and Analysis Bureau website at www.ourfactsyourfuture.org. Choose "Occupation Explorer" from the drop-down menu under the "Labor Market Information" tab, and enter the job title. You'll find information on the current and projected employment levels, skills needed, tasks performed, training programs available, and more. It even allows you to search America's Job Bank for job openings in your area.



Government and Public Administration

Have you served as an officer of a club or organization?
Do you like to plan and organize activities?

Are you interested in politics?
Would you like to work in another country?
Are rules and laws important to you?

Through the national, state, and local governments, the public can express its will and make our way of life possible. Through government, individuals can act together to accomplish what cannot be done alone. Most of these actions are carried out only by the government. For example, the federal government includes the military for protection. It also includes ambassadors who represent us in foreign countries, while Congress passes laws, and the executive branch carries out and enforces those laws. You can find almost every occupation within the government. However, this Government and Public Administration career cluster focuses on those occupations that are unique.

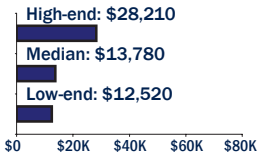

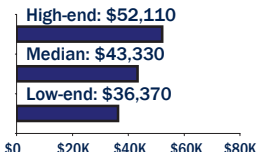

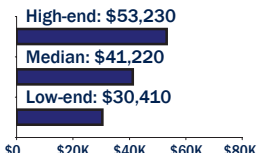
National Employment Outlook

The job opportunities in the Federal Government will grow more slowly than average (2.6 percent) through 2012. There are several reasons for this decrease. First the government is cutting costs. Second, programs are using private contractors to do the work. Third, the implementation of programs is being turned over to state and local governments. In addition, there will be strong competition for any job openings.

Employment opportunities in state and local governments are expected to increase 9.7 percent

through 2012, which is also slower than the average. The increase is a result of increased demand for services at the state and local level. Also, Federal programs are being turned over to states. However, many state governments are experiencing budget problems. If the problems continue, states may have to cut costs and employees.

In all levels of government, employment is affected by the increased use of technology. As a result, the need for office support workers will grow slowly.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree or higher, plus related job experience				
Legislators	S	Develop laws and statutes at the Federal, State, or local level.		
Work experience in a related occupation				
Postmasters & mail superintendents	ECS	Direct and coordinate operational, administrative, management, and supportive services of a U.S. post office; or coordinate activities of workers engaged in postal and related work in assigned post office.		
On-The-Job Training				
Compliance officers	CR	Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and other compliance and enforcement inspection activities not classified elsewhere.		Info Not Available

Government & Public Administration Occupations



Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Court, municipal, & license clerks	CE	May prepare docket of cases to be called, secure information for judges and court, prepare draft agendas or bylaws for town or city council, keep fiscal records and accounts, issue licenses or permits, administer tests, or collect fees.	High-end: \$27,870 Median: \$24,250 Low-end: \$20,670	
Eligibility interviewers, government programs	SCE	Determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing.	High-end: \$32,780 Median: \$29,130 Low-end: \$24,740	
Postal service clerks	CR	Perform any combination of tasks in a post office, such as receiving letters and parcels, selling postage stamps and money orders, placing mail in pigeon holes, and examining mail for correct postage.	High-end: \$44,270 Median: \$41,110 Low-end: \$37,940	
Postal service mail carriers	RC	Sort mail for delivery. Deliver mail on established route by vehicle or on foot.	High-end: \$50,220 Median: \$43,490 Low-end: \$35,240	
Postal service mail sorters, processors, & processing	RC	Prepare mail for distribution. Examine, sort, and route mail by State, type of mail, or other scheme. Load, operate, and occasionally adjust and repair mail processing, sorting, and canceling machinery. Keep records of shipments.	High-end: \$42,220 Median: \$37,260 Low-end: \$25,710	Info Not Available
Refuse & recyclable material collectors	RC	Collect and dump refuse or recyclable materials from containers into truck. May drive truck.	High-end: \$33,390 Median: \$27,520 Low-end: \$24,180	

Health Science

Are science classes your favorite?
Do you enjoy helping people?
Have you served as a volunteer in a hospital?




Do you follow instructions exactly?
Can you work fast in an emergency?
Do you take good notes in class?

In the Health Science cluster you would promote health and wellness or diagnose and treat injuries and disease. You could work directly with people. Or you could work in laboratories to get information used in research or diagnosis. Health service employees go to work at a variety of different sites. Some work in hospitals, offices, or laboratories. Others work on cruise ships, at sports arenas, or within communities.









National Employment Outlook

The outlook for employment in the Health Services cluster is very good. Employment in this cluster will grow by 25 percent which is faster than average. There are more elderly and they have greater healthcare needs. Advances in










medical technology have increased the number of people who survive serious illnesses and injuries. These patients need more intensive therapy and care. Jobs in hospitals will grow the slowest as the result of an increase outpatient care and services.

Occupation	Interest Profile	Description	Wages	Outlook
First Professional Degree				
Dentists, general	IRC	Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures. May treat diseases of nerve, pulp, and other dental tissues affecting vitality of teeth.	High-end: \$139,960 Median: \$80,540 Low-end: \$28,350	Info Not Available
Pharmacists	IRE	Compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.	High-end: \$85,620 Median: \$75,330 Low-end: \$65,060	
Family & general practitioners	I	Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population.	High-end: \$140,480 Median: \$113,590 Low-end: \$85,000	Info Not Available
Veterinarians	IR	Diagnose and treat diseases and dysfunctions of animals. May engage in a particular function, such as research and development, consultation, administration, sale or production of commercial products, or technical writing.	High-end: \$63,650 Median: \$50,690 Low-end: \$41,510	
Master's Degree				
Physical therapists	SRI	Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.	High-end: \$68,330 Median: \$58,070 Low-end: \$50,630	

Health Science Occupations







Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree or higher, plus related work experience				
Medical & health services managers	ES	Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.	High-end: \$75,610 Median: \$60,290 Low-end: \$45,850	Info Not Available
Bachelor's Degree				
Physician assistants	IS	Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication.	High-end: \$72,960 Median: \$63,440 Low-end: \$51,900	
Occupational therapists	SR	Assess, plan, organize, and participate in rehabilitative programs that help restore vocational, homemaking, and daily living skills, as well as general independence, to disabled persons.	High-end: \$58,190 Median: \$52,480 Low-end: \$47,150	
Medical & clinical laboratory technologists	IR	Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.	High-end: \$51,180 Median: \$44,820 Low-end: \$39,180	
Associate's Degree				
Registered nurses	SI	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. Licensing or registration required.	High-end: \$52,840 Median: \$45,790 Low-end: \$39,480	
Respiratory therapists	IRS	Assess, treat, and care for patients with breathing disorders. Supervise respiratory therapy technicians, initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.	High-end: \$44,340 Median: \$40,120 Low-end: \$35,740	
Medical & clinical laboratory technicians	RIC	Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.	High-end: \$34,030 Median: \$29,150 Low-end: \$23,870	
Dental hygienists	SC	Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants.	High-end: \$57,190 Median: \$48,130 Low-end: \$42,060	
Radiologic technologists & technicians	RI	Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes.	High-end: \$45,360 Median: \$40,400 Low-end: \$34,910	

Health Science Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Associate's Degree				
Medical records & health information technicians	CR	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.	High-end: \$27,070 Median: \$21,740 Low-end: \$18,500	
Post-secondary Vocational Training				
Emergency medical technicians & paramedics	SRI	Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.	High-end: \$26,010 Median: \$20,400 Low-end: \$15,270	
Surgical technologists	RSC	Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, etc.	High-end: \$40,990 Median: \$36,110 Low-end: \$30,600	
Licensed practical & licensed vocational nurses	SRI	Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.	High-end: \$32,400 Median: \$28,360 Low-end: \$25,200	
Medical transcriptionists	RC	Use transcribing machines to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms.	High-end: \$28,200 Median: \$23,900 Low-end: \$20,500	
Medical secretaries	CE	Perform secretarial duties using specific knowledge of medical terminology and hospital or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling medical charts, reports, and correspondence.	High-end: \$25,890 Median: \$22,580 Low-end: \$20,230	
On-The-Job Training				
Pharmacy technicians	CR	Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.	High-end: \$28,080 Median: \$24,890 Low-end: \$21,380	
Opticians, dispensing	ECR	Design, measure, fit, and adapt lenses and frames for client. Prepare work order for optical laboratory containing instructions for grinding and mounting lenses in frames. Verify exactness of finished lens spectacles.	High-end: \$30,820 Median: \$22,690 Low-end: \$19,240	
Home health aides	SR	Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.	High-end: \$18,360 Median: \$16,850 Low-end: \$15,530	

Health Science Occupations



Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Nursing aides, orderlies, & attendants	SR	Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.	High-end: \$21,570 Median: \$18,970 Low-end: \$16,460	
Psychiatric aides	SR	Assist mentally impaired or emotionally disturbed patients, working under direction of nursing and medical staff.	High-end: \$26,090 Median: \$23,080 Low-end: \$20,120	
Physical therapist aides	SR	Under close supervision of a physical therapist or physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area.	High-end: \$23,530 Median: \$20,440 Low-end: \$17,700	
Dental assistants	SR	Assist dentist, set up patient and equipment, and keep records.	High-end: \$28,690 Median: \$24,710 Low-end: \$21,220	
Medical assistants	SCR	Administrative duties may include scheduling appointments, maintaining medical records, and billing. Clinical duties may include taking vital signs, drawing blood, and administering medications as directed by physician.	High-end: \$25,560 Median: \$22,190 Low-end: \$19,750	
Veterinary assistants & laboratory animal caretakers	RIS	Feed, water, and examine animals for signs of illness, disease, or injury. May provide routine post-operative care, administer medication orally or topically, or prepare samples for laboratory examination.	High-end: \$21,150 Median: \$17,800 Low-end: \$13,440	

Hospitality and Tourism

Can you talk easily with all kinds of people?
Do you participate in athletic activities?
Do you enjoy travel?






Have you worked in a restaurant?
Do you like to cook?
Do you like to plan family recreational activities?

In the Hospitality and Tourism cluster, you could work in a restaurant, hotel, sports arena, or travel agency. You might manage operations of a college cafeteria. Or you might guide high school students on a trip to Spain. Or you might rent equipment at a recreation center.

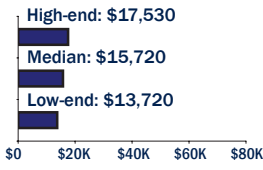

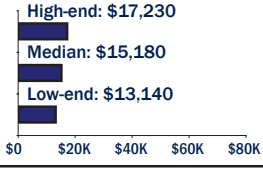

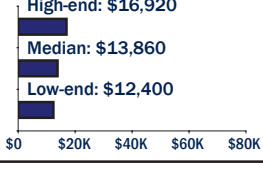
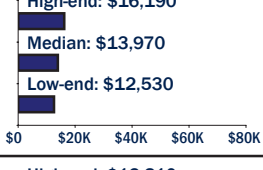
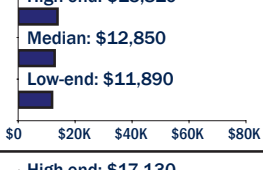

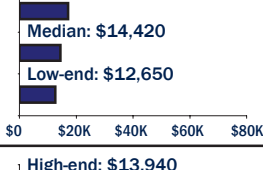

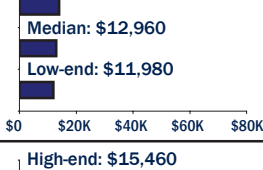
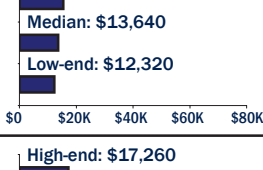

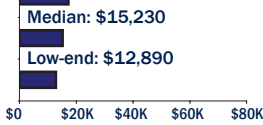

National Employment Outlook

There will be employment opportunities in hospitality and tourism in the future. Jobs are projected to increase by 35 percent through 2010. Participation in amusement and recreation activities will increase for a number of reasons.









First, incomes are increasing and more people are spending more money in this area. Many people have more leisure time. Also, more people are aware of the benefits of physical fitness. Businesses in hospitality and tourism are targeting the elderly, the fastest growing part of the population.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Recreation workers	RAC	Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, camping, and hobbies.	High-end: \$23,130 Median: \$19,660 Low-end: \$16,380	
Post-Secondary Vocational Training				
Travel agents	ECA	Plan and sell transportation and accommodations for travel agency customers. Determine destination, modes of transportation, travel dates, costs, and accommodations required.	High-end: \$26,250 Median: \$21,000 Low-end: \$16,500	
Work experience in a related occupation				
Food service managers	ECS	Plan, direct, or coordinate activities of an organization or department that serves food and beverages.	High-end: \$32,980 Median: \$26,890 Low-end: \$21,590	
Lodging managers	ECS	Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.	High-end: \$38,430 Median: \$32,180 Low-end: \$24,600	
Chefs & head cooks	ER	Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.	High-end: \$34,430 Median: \$23,200 Low-end: \$17,400	

Hospitality & Tourism Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Food preparation workers	R	Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.	High-end: \$17,530 Median: \$15,720 Low-end: \$13,720 	
Bartenders	ESR	Mix and serve drinks to patrons, directly or through waitstaff.	High-end: \$17,230 Median: \$15,180 Low-end: \$13,140 	
Combined food prep. & serving workers, including fast food	R	Perform duties which combine both food preparation and food service.	High-end: \$16,920 Median: \$13,860 Low-end: \$12,400 	Info Not Available
Counter attendants, cafeteria, food concession, & coffee shop	RSE	Serve food to diners at counter or from a steam table.	High-end: \$16,190 Median: \$13,970 Low-end: \$12,530 	Info Not Available
Waiters & waitresses	SE	Take orders and serve food and beverages to patrons at tables in dining establishment.	High-end: \$13,810 Median: \$12,850 Low-end: \$11,890 	
Food servers, nonrestaurant	SRE	Serve food to patrons outside of a restaurant environment, such as in hotels, hospital rooms, or cars.	High-end: \$17,130 Median: \$14,420 Low-end: \$12,650 	
Dining room and cafeteria attendants & bartender helpers	RSE	Facilitate food service. Clean tables, carry dirty dishes, replace soiled table linens; set tables; supply service bar with food, and serve water, butter, and coffee to patrons.	High-end: \$13,940 Median: \$12,960 Low-end: \$11,980 	Info Not Available
Dishwashers	RC	Clean dishes, kitchen, food preparation equipment, or utensils.	High-end: \$15,460 Median: \$13,640 Low-end: \$12,320 	
Hosts & hostesses, restaurant, lounge, and coffee shop	ESR	Welcome patrons, seat them at tables or in lounge, and help ensure quality of facilities and service.	High-end: \$17,260 Median: \$15,230 Low-end: \$12,890 	

Hospitality & Tourism Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Janitors & cleaners, except maids & housekeeping cleaners	R	Keep buildings in clean and orderly condition. Clean floors, shampoo rugs, wash walls and glass, and remove rubbish. May tend furnace and boiler, perform routine maintenance, and clean snow or debris from sidewalk.	High-end: \$22,530 Median: \$18,590 Low-end: \$15,200	Info Not Available
Maids & housekeeping cleaners	CSE	Perform light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.	High-end: \$18,120 Median: \$15,270 Low-end: \$13,150	
Landscaping & grounds-keeping workers	R	Landscape or maintain grounds of property using hand or power tools or equipment. May lay sod, mow grass, fertilize plants, install sprinklers and mortarless segmental concrete masonry wall units.	High-end: \$22,900 Median: \$18,710 Low-end: \$15,370	
Nonfarm animal caretakers	R	Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals. Work in kennels, animal shelters, zoos, circuses, and aquariums. May keep records of feedings, treatments, and animals received or discharged.	High-end: \$16,940 Median: \$14,500 Low-end: \$12,970	
Tour guides & escorts	SE	Escort individuals or groups on sightseeing tours or through places of interest, such as industrial establishments, public buildings, and art galleries.	High-end: \$18,000 Median: \$16,230 Low-end: \$14,490	
Switchboard operators, including answering service	CRS	Operate telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages.	High-end: \$22,330 Median: \$19,310 Low-end: \$16,730	
Hotel, motel, & resort desk clerks	CES	Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys, taking messages, keeping records of guests' accounts, making reservations, and collecting payments.	High-end: \$18,020 Median: \$15,280 Low-end: \$13,230	
Reservation & transportation ticket agents and travel clerks	CSE	Make and confirm reservations and sell tickets to passengers for large hotel or motel chains. May check baggage and direct passengers to designated concourse, pier, or track; or provide tourists with travel information.	High-end: \$38,200 Median: \$24,320 Low-end: \$17,860	Info Not Available
Bakers	REA	Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.	High-end: \$23,880 Median: \$18,690 Low-end: \$15,600	
Laundry & dry-cleaning workers	R	Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, rugs, and carpets.	High-end: \$19,960 Median: \$17,090 Low-end: \$14,780	

Human Services

Do you help friends with their personal problems?
Do you care about people and want to help them?
Have you cared for children or done babysitting?







Are you a good listener?
Have you planned programs for school or community organizations?

In the Human Services cluster, you would work with individuals and families to meet their personal needs.









National Employment Outlook

You should be able to find jobs in human services in the future. The expected growth is partly due to expanded services for the elderly. In addition, the demand for childcare services is increasing. In the

occupations in this cluster where wages are low, the turnover is high. Services for the mentally ill and disabled have been increasing. However, federal, state, and local governments might cut programs for these groups to deal with budget problems.

Occupation	Interest Profile	Description	Wages	Outlook
First Professional Degree				
Clergy	SAE	Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance to members.	High-end: \$37,810 Median: \$31,100 Low-end: \$25,620	
Doctoral Degree				
Clinical, counseling, & school psychologists	ISA	Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems using individual, child, family, and group therapies. May design and implement behavior modification programs.	High-end: \$54,200 Median: \$44,760 Low-end: \$36,980	
Master's Degree				
Substance abuse & behavioral disorder counselors	SIA	Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.	High-end: \$34,960 Median: \$30,680 Low-end: \$26,160	
Mental health counselors	SIA	Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental health. May help individuals deal with addictions; family, parenting, and marital problems; suicide; stress; etc.	High-end: \$36,320 Median: \$29,960 Low-end: \$25,030	
Master's Degree				
Rehabilitation counselors	SIA	Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life.	High-end: \$33,410 Median: \$27,420 Low-end: \$22,900	
Mental health & substance abuse social workers	SIA	Assess and treat individuals with mental, emotional, or substance abuse problems. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.	High-end: \$32,440 Median: \$27,590 Low-end: \$24,980	

Human Services Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Social & community service managers	SEA	Plan, organize, or coordinate the activities of a social service program or community outreach organization. Oversee the program's budget and policies regarding participant involvement, program requirements, and benefits.	High-end: \$53,140 Median: \$41,370 Low-end: \$29,960	
Child, family, & school social workers	SEA	Provide social services and assistance to improve the social and psychological functioning of children and their families. May assist single parents, arrange adoptions, and find foster homes for abandoned or abused children.	High-end: \$35,300 Median: \$30,270 Low-end: \$24,740	
Medical & public health social workers	SIA	Provide people with psychosocial support to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient education and counseling, and making referrals for other social services.	High-end: \$43,740 Median: \$35,790 Low-end: \$29,000	
Directors, religious activities & education	SEA	Plan, direct, or coordinate church school programs designed to promote religious education among church membership. May provide counseling and guidance relative to marital, health, financial, and religious problems.	High-end: \$29,480 Median: \$24,170 Low-end: \$14,060	
On-The-Job Training				
Social & human service assistants	SCA	Assist professionals from a wide variety of fields, such as psychology, rehabilitation, or social work. May assist clients in identifying available benefits and social services. May assist social workers with developing and conducting various programs.	High-end: \$27,050 Median: \$21,010 Low-end: \$17,160	
Hairdressers, hairstylists, & cosmetologists	ESA	Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.	High-end: \$21,590 Median: \$18,840 Low-end: \$15,080	
Child care workers	SA	Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.	High-end: \$18,880 Median: \$16,320 Low-end: \$13,790	
Personal & home care aides	SR	Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. Duties performed at a place of residence may include keeping house and preparing meals.	High-end: \$17,660 Median: \$16,450 Low-end: \$15,240	

Information Technology

Do you enjoy working with computers?
Have you created your own webpage?
Is mathematics a favorite subject?

Are you organized and detail-oriented?
Do you learn new computer programs quickly?





Information Technology (IT) is an area that is growing and always changing with new developments. In IT, you would be part of a cluster that continues to make an impact on society and individuals. You would have the opportunity to work in all types and sizes of businesses.

Employees in Information Technology work with computer hardware, software, multimedia, and network systems. In this cluster, you might design new computer equipment or computer games. Or you might make sure that the software or networks are working. In addition, you might have to make sure that people know how to use them. Or you might manage whole networks that link workers in all parts of the world.









National Employment Outlook

There will be many opportunities for employment in the Information Technology cluster in the future. Employment is expected to grow about 68 percent by 2012. Employees in this cluster will be expected to have a high level of skills and to keep up with


changes in technology. More companies are relying on information technology. Computers and related hardware are getting cheaper and faster and more advanced. Electronic commerce is becoming more common. All this increases the need for employees with expertise in information technology.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree or higher, plus related work experience				
Computer & information systems managers	ECI	Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.	High-end: \$76,250 Median: \$64,040 Low-end: \$54,090	
Bachelor's Degree				
Computer programmers	IRC	Convert project specifications to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May program web sites.	High-end: \$57,640 Median: \$47,150 Low-end: \$37,460	
Computer software engineers, applications	IRC	Develop, create, and modify general computer applications software or specialized utility programs. May analyze and design databases within an application area, working individually or as part of a team.	High-end: \$64,040 Median: \$53,360 Low-end: \$44,330	
Computer software engineers, systems software	IRC	Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications.	High-end: \$93,570 Median: \$69,930 Low-end: \$56,260	

Information Technology Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Computer systems analysts	IRE	Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May supervise computer programmers.	High-end: \$66,460 Median: \$53,210 Low-end: \$43,120	
Network & computer systems administrators	IRC	Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Monitor network and perform necessary maintenance to support network availability.	High-end: \$51,680 Median: \$42,080 Low-end: \$34,280	
Network systems & data communications analysts	IR	Analyze, design, test, and evaluate network systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software.	High-end: \$50,450 Median: \$41,620 Low-end: \$35,220	
Associate's Degree				
Computer support specialists	ICR	Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location.	High-end: \$37,650 Median: \$30,740 Low-end: \$24,060	
Post-secondary Vocational Training				
Computer, automated teller & office machine repairers	RCE	Repair, maintain, or install computers, word processing systems, automated teller machines, and electronic office machines, such as duplicating and fax machines.	High-end: \$35,330 Median: \$27,810 Low-end: \$20,360	
On-The-Job Training				
Computer operators	RC	Monitor and control electronic computer and peripheral electronic data processing equipment. May enter commands and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.	High-end: \$26,510 Median: \$20,520 Low-end: \$17,050	
Data entry keyers	CR	Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.	High-end: \$23,140 Median: \$19,970 Low-end: \$16,790	
Word processors & typists	CR	Use word processor/computer or typewriter to type letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. May perform other clerical duties as assigned.	High-end: \$25,870 Median: \$21,520 Low-end: \$18,500	
Telecommunications equipment installers & repairers	RC	Set-up, rearrange, or remove switching and dialing equipment used in central offices. Service or repair telephones and other communication equipment on customers' property. May install equipment in new locations.	High-end: \$54,810 Median: \$49,530 Low-end: \$37,250	Info Not Available

Information Technology Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Telecommunications line installers & repairers	RC	String and repair telephone and television cable, including fiber optics and other equipment for transmitting messages or television programming.	High-end: \$49,610 Median: \$38,450 Low-end: \$27,000	

Law, Public Safety, and Security

Are you able to work under pressure?
 Can you work with various kinds of people?
 Do you like to help people?

Can you work in the face of danger?
 Are you good at winning arguments?
 Do you instruct friends on laws and regulations?



If you are interested in working in this cluster, you have several options. One option is to guard the public by enforcing the law. Or you might provide fire protection and security. Another option is to provide legal services for people who commit crimes.

National Employment Outlook









Employment opportunities in law, public safety, and security depend on several factors. First of all, turnover will create job openings as people leave their jobs or retire. Work in law enforcement, fire protection, and corrections can be dangerous and stressful. These three areas also depend on government funding. To lower crime rates, more money has been budgeted to increase law enforcement. As a result, the prison population has increased. So, new jobs have been created.

However, state and local governments facing financial problems may cut spending in these areas to balance budgets.

The amount and types of legal services available have increased. As incomes increase, there is more money to spend on these services. However, law firms are relying more on the work of paralegals and are hiring fewer lawyers to provide those services.

Occupation	Interest Profile	Description	Wages	Outlook
First Professional Degree				
Lawyers	EC	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, and manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.	High-end: \$92,890 Median: \$70,280 Low-end: \$49,060	
Bachelor's Degree				
Probation officers & correctional treatment specialists	SC	Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender.	High-end: \$41,630 Median: \$35,590 Low-end: \$31,000	

Law, Public Safety, & Security Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Associate's Degree				
Paralegals & legal assistants	EC	Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.	High-end: \$43,000 Median: \$32,540 Low-end: \$26,270	
Post-Secondary Vocational Training				
Legal secretaries	CE	Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.	High-end: \$32,570 Median: \$27,080 Low-end: \$22,000	
Work experience in a related occupation				
Detectives & criminal investigators	ECS	Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes.	High-end: \$51,270 Median: \$42,170 Low-end: \$37,570	
On-The-Job Training				
Fire fighters	RS	Control and extinguish fires or respond to emergencies where life, property, or the environment is at risk. Duties include emergency medical service, hazardous material response, search and rescue, and disaster management.	High-end: \$41,100 Median: \$33,520 Low-end: \$14,130	
Correctional officers & jailers	RS	Guard inmates in penal or rehabilitative institution. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners.	High-end: \$31,630 Median: \$27,050 Low-end: \$23,220	
Police & sheriff's patrol officers	ECS	Maintain order, enforce laws and ordinances, and protect life and property. May patrol on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.	High-end: \$43,730 Median: \$37,150 Low-end: \$31,150	
Security guards	SEC	Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.	High-end: \$22,540 Median: \$17,950 Low-end: \$15,610	
Police, fire, & ambulance dispatchers	SCR	Receive complaints from public concerning crimes, fires, and medical emergencies. Broadcast orders to police patrol units. Operate radio, telephone, or computer equipment.	High-end: \$28,030 Median: \$24,620 Low-end: \$20,780	

Manufacturing, Installation, and Repair

Are you good at working with your hands?
Can you explain to others how a machine works?
Can you visualize how a machine works?







Do you set up or repair stereo equipment?
Do you enjoy reading about the latest developments in electronics?

In the Manufacturing, Installation, and Repair career cluster, you can choose one of several options. You might design a new product or determine how the product will be made. Another option is to make the product. The final option is to install and repair the product once it has been purchased.





National Employment Outlook

Job opportunities in manufacturing are expected to continue to be limited in the future. Improvements in technology and production equipment means fewer workers are needed to make more products. Additionally, many companies are moving production to other countries where wages are lower.

Installation and repair will also need fewer workers in the future. Prices on many products have gone down, which means consumers replace, rather than repair, the item. Many stores belong to large chains that provide repair and installation services, rather than using independent repair shops.

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Industrial machinery mechanics	R	Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.	High-end: \$45,880 Median: \$38,330 Low-end: \$32,120	
Maintenance workers, machinery	RC	Lubricate machinery, change parts, or perform other routine machinery maintenance.	High-end: \$29,180 Median: \$25,190 Low-end: \$19,880	
Millwrights	RI	Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.	High-end: \$44,830 Median: \$39,950 Low-end: \$34,640	
Team assemblers	RC	Work as part of a team assembling products or components. Team assemblers can perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a permanent task.	High-end: \$25,180 Median: \$19,650 Low-end: \$16,260	
Machinists	RIC	Set up and operate a variety of machine tools to produce, modify, or repair precision parts and instruments. Utilize a knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.	High-end: \$36,610 Median: \$31,390 Low-end: \$25,130	
Welders, cutters, solderers, & brazers	R	Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.	High-end: \$37,700 Median: \$28,170 Low-end: \$22,040	

Manufacturing, Installation, and Repair Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Inspectors, testers, sorters, samplers, & weighers	RC	Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications.	High-end: \$38,270 Median: \$31,150 Low-end: \$21,750	
Packaging & filling machine operators and tenders	RC	Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products.	High-end: \$25,920 Median: \$21,410 Low-end: \$18,090	
Helpers--production workers	R	Help production workers by performing duties of lesser skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment.	High-end: \$29,630 Median: \$21,190 Low-end: \$15,530	
Machine feeders & offbearers	RC	Feed materials into or remove materials from machines or equipment that is automatic or tended by other workers.	High-end: \$32,180 Median: \$27,950 Low-end: \$17,030	

Marketing, Sales, and Service

Do you sell advertising space for the school yearbook or newspaper?

Are you good at persuading people to do things?

Do you like to do public speaking or debating?

Are you good at organizing your own time?


Are you friendly and outgoing?

If you are interested in working in the Marketing, Sales, and Service cluster, you would help businesses sell products. You might advertise and promote products so customers would want to buy them. Or you might sell products and services directly to customers. Or you might use the Internet to reach customers.

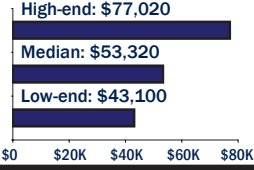

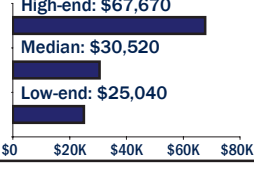

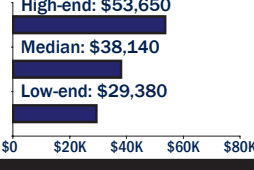

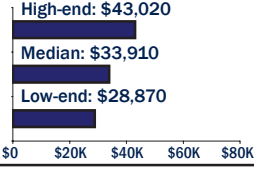

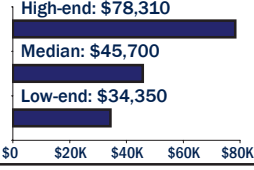
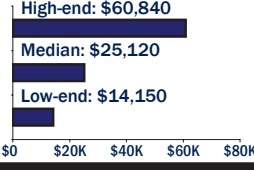

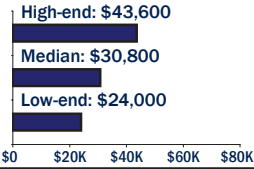

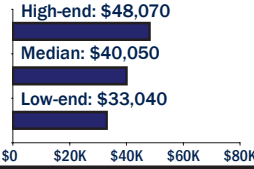
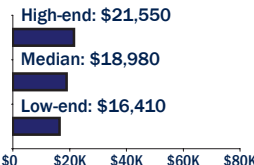

National Employment Outlook

In the future, there will be many job opportunities in this cluster. Sales and marketing employs many people, and numerous job openings will result from high turnover. People often leave for higher paying jobs or the opportunity to work regular hours. E-commerce has decreased the number of sales persons because companies and individuals place orders directly.










The glamor of advertising attracts many jobseekers. As a result there are many more jobseekers than there are job openings. New jobs will be created because of an increased demand for advertising services. However, the increased use of technology could replace some workers.

Occupation	Interest Profile	Description	Wages	Outlook
Master's Degree				
Market research analysts	IEC	Research market conditions in local, regional, or national areas to determine potential sales of a product or service. May use survey results to create a marketing campaign based on regional preferences and buying habits.	High-end: \$65,040 Median: \$42,180 Low-end: \$29,860	




Marketing, Sales, & Service Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree or higher, plus work experience in a related occupation				
Sales managers	EC	Direct the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives.	High-end: \$77,020 Median: \$53,320 Low-end: \$43,100 	
Bachelor's Degree				
Property, real estate, & community association managers	EC	Plan, direct, or coordinate selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties.	High-end: \$67,670 Median: \$30,520 Low-end: \$25,040 	
Public relations specialists	EAS	Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media.	High-end: \$53,650 Median: \$38,140 Low-end: \$29,380 	
Post-secondary Vocational Training				
Appraisers & assessors of real estate	CE	Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules.	High-end: \$43,020 Median: \$33,910 Low-end: \$28,870 	
Sales representatives, technical & Scientific Products	ERS	Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.	High-end: \$78,310 Median: \$45,700 Low-end: \$34,350 	Info Not Available
Real estate sales agents	ESC	Rent, buy, or sell property for clients. Study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts.	High-end: \$60,840 Median: \$25,120 Low-end: \$14,150 	
Work experience in a related occupation				
Wholesale & retail buyers, except farm products	ECS	Buy merchandise or commodities for resale to consumers. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. May conduct meetings with sales personnel and introduce new products.	High-end: \$43,600 Median: \$30,800 Low-end: \$24,000 	
Purchasing agents, except wholesale, retail, & farm products	EC	Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.	High-end: \$48,070 Median: \$40,050 Low-end: \$33,040 	Info Not Available
On-The-Job Training				
Merchandise displayers & window trimmers	ARE	Plan and erect commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.	High-end: \$21,550 Median: \$18,980 Low-end: \$16,410 	

Marketing, Sales, & Service Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Cashiers	CER	Receive and disburse money in establishments other than financial institutions. Use electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.	High-end: \$18,590 Median: \$15,700 Low-end: \$13,410	
Counter & rental clerks	CER	Receive orders for repairs, rentals, and services. May describe available options, compute cost, and accept payment.	High-end: \$18,760 Median: \$15,880 Low-end: \$13,450	
Parts salespersons	ERC	Sell spare and replacement parts and equipment in repair shop or parts store.	High-end: \$32,200 Median: \$25,380 Low-end: \$20,500	
Retail salespersons	ES	Sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment.	High-end: \$22,630 Median: \$17,200 Low-end: \$14,330	
Advertising sales agents	ESC	Sell or solicit advertising, including graphic art, advertising space in publications, custom made signs, or TV and radio advertising time. May obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.	High-end: \$48,430 Median: \$35,890 Low-end: \$23,820	
Sales representatives, wholesale & manufacturing	ES	Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.	High-end: \$51,640 Median: \$36,200 Low-end: \$26,770	Info Not Available
Telemarketers	ECS	Solicit orders for goods or services over the telephone.	High-end: \$22,470 Median: \$17,790 Low-end: \$14,000	
Procurement clerks	CE	Compile information and records to draw up purchase orders for procurement of materials and services.	High-end: \$34,090 Median: \$28,240 Low-end: \$21,030	
Order clerks	CE	Receive and process incoming orders. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.	High-end: \$26,670 Median: \$21,500 Low-end: \$17,320	
Stock clerks & order fillers	CRE	Receive, store, and issue sales floor merchandise, materials, equipment, and other items to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays.	High-end: \$21,970 Median: \$17,820 Low-end: \$14,660	

Marketing, Sales, & Service Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Driver/sales workers	ERS	Drive truck or other vehicle and sell goods, such as food products, including restaurant take-out items, or pick up and deliver items, such as laundry. May also take orders and collect payments. Includes newspaper delivery drivers.	High-end: \$28,310 Median: \$19,040 Low-end: \$13,270	
Service station attendants	REC	Service automobiles, buses, trucks, boats, and other vehicles with fuel, lubricants, and accessories. May lubricate vehicle, change motor oil, install antifreeze, or replace lights or other accessories. May repair or replace tires.	High-end: \$17,310 Median: \$14,860 Low-end: \$13,230	
Packers & packagers, hand	RC	Pack or package by hand a wide variety of products and materials.	High-end: \$19,640 Median: \$14,400 Low-end: \$12,650	

Science, Technology, Engineering, and Mathematics

Is science one of your favorite subjects?
 Do you prepare projects for science fairs?
 Do you enjoy reading science magazines?


Are you detail-oriented?
 Do you like to know how things work?
 Are you a "numbers person"?

If you choose to work in the Science, Technology, Engineering, or Mathematics, you have several avenues. One avenue is to do scientific research in laboratories or the field. Another option is to be involved in the planning and design of products and systems. The last avenue is to provide support to the scientists, mathematicians, and engineers so they can do their work.










National Employment Outlook

The job opportunities in engineering are expected to increase slowly in the near future. Companies are turning more to engineers to help improve product design and increase productivity. In addition, the number of students graduating from engineering programs is not increasing. However, improvements in technology mean that one engineer can work on multiple projects at different locations at one time.

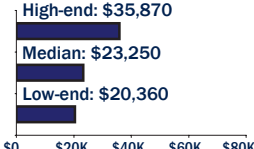

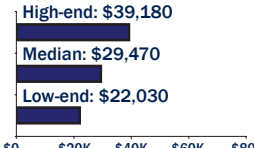

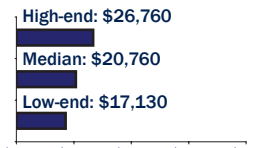

Many scientists depend on federal funding for their research projects. Federal spending for scientific research is decreasing. The number of students graduating from science programs is increasing. As a result, it is more difficult to obtain grants for research. The prospects for people with bachelors and masters degrees are improving. Job growth will be concentrated in the areas of biotechnology and pharmacy.

Occupation	Interest Profile	Description	Wages	Outlook
Master's Degree				
Environmental scientists & specialists, including health	IR	Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Utilize knowledge of various scientific disciplines.	High-end: \$50,990 Median: \$42,540 Low-end: \$37,470	

Science, Technology, Engineering & Mathematics Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree or higher, plus work experience in a related occupation				
Engineering managers	ERI	Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.	High-end: \$86,200 Median: \$72,640 Low-end: \$62,080	
Natural sciences managers	IER	Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields.	High-end: \$70,550 Median: \$54,410 Low-end: \$43,440	
Bachelor's Degree				
Civil engineers	RIC	Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities. Includes architectural, structural, traffic, ocean, and geo-technical engineers.	High-end: \$65,620 Median: \$53,170 Low-end: \$43,520	
Electrical engineers	RI	Design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.	High-end: \$69,420 Median: \$60,650 Low-end: \$49,420	
Mechanical engineers	RI	Perform engineering duties in planning and designing tools, engines, and machines. Oversee installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems.	High-end: \$68,710 Median: \$51,170 Low-end: \$40,490	
Zoologists & wildlife biologists	IR	Study the origins, behavior, diseases, genetics, and life processes of animals and wildlife. May collect and analyze biological data to determine the environmental effects of present and potential use of land and water areas.	High-end: \$61,630 Median: \$49,930 Low-end: \$41,310	
Conservation scientists	IR	Manage, improve, and protect natural resources to maximize their use without damaging the environment. May conduct soil surveys and develop plans to eliminate soil erosion or to protect rangelands from fire and rodent damage.	High-end: \$62,600 Median: \$51,900 Low-end: \$41,840	
Associate's Degree				
Civil engineering technicians	RIC	Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.	High-end: \$41,060 Median: \$34,370 Low-end: \$25,770	
Biological technicians	RIC	Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results.	High-end: \$31,080 Median: \$26,240 Low-end: \$23,380	

Science, Technology, Engineering, & Mathematics Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Associate's Degree				
Chemical technicians	RIC	Conduct laboratory tests to assist scientists in analyzing materials for research and development of new products, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry.	High-end: \$35,870 Median: \$23,250 Low-end: \$20,360 	
On-The-Job Training				
Surveying & mapping technicians	RCI	Perform surveying and mapping duties, usually under the direction of a surveyor, cartographer, or photogrammetrist, to obtain data used for construction, mapmaking, boundary location, mining, or other purposes.	High-end: \$39,180 Median: \$29,470 Low-end: \$22,030 	
Electrical & electronic equipment assemblers	RC	Assemble or modify electrical or electronic equipment, such as computers, test equipment telemetering systems, electric motors, and batteries.	High-end: \$26,760 Median: \$20,760 Low-end: \$17,130 	

Transportation, Distribution, and Logistics

Do you have good eyesight and quick reflexes?
 Can you estimate distances accurately?
 Would you like to learn to fly an airplane?

Do you repair your family's and friends' vehicles?
 Do you read automotive or mechanical magazines?
 Have you driven a truck or tractor to do farm work?

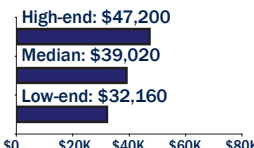

If you are interested in working in this cluster, you have three avenues. One is to move people and products by road, air, rail, or water. You would drive or pilot different means of transportation. The second is to repair and maintain the vehicles, trains, planes, and ships to keep people and products moving. The third option is to work behind the scenes to make sure the products and people get to the right place on time.

National Employment Outlook










Job opportunities in the Transportation, Distribution, and Logistics cluster were increasing faster than average until September 11. Since that time, air travel has declined even though it is more affordable. Many people are reluctant to travel in airplanes. In addition the economy is not growing as fast as expected. When the national economy grows, production and sales of goods increases. The result is an increase in the demand for transportation to move products.

The demand for trucking and warehousing services is expected to increase. This means new jobs will be created, in addition to the openings due to turnover.










The employment opportunities in rail transportation are not expected to increase. As a result of improved technology, fewer workers are needed to arrange and operate trains.

Occupation	Interest Profile	Description	Wages	Outlook
Post-secondary Vocational Training				
Aircraft mechanics & service technicians	R	Diagnose, adjust, repair, or overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems.	High-end: \$47,200 Median: \$39,020 Low-end: \$32,160 	

Transportation, Distribution, & Logistics Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Post-secondary Vocational Training				
Automotive service technicians & mechanics	RC	Diagnose, adjust, repair, or overhaul automotive vehicles.	High-end: \$37,810 Median: \$29,830 Low-end: \$22,530	
Bus & truck mechanics & diesel engine specialists	RC	Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.	High-end: \$41,090 Median: \$33,720 Low-end: \$28,030	
Mobile heavy equipment mechanics, except engines	R	Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining.	High-end: \$44,830 Median: \$40,170 Low-end: \$35,020	
Commercial pilots	REI	Pilot and navigate the flight of small fixed or rotary winged aircraft, primarily for the transport of cargo and passengers. Requires commercial rating.	High-end: \$51,180 Median: \$39,550 Low-end: \$30,590	
Work Experience in a related occupation				
Transportation, storage & distribution managers	EC	Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with governmental policies and regulations.	High-end: \$85,440 Median: \$63,450 Low-end: \$46,290	
On-The-Job Training				
Cargo & freight agents	CRE	Expedite and route movement of cargo and freight shipments in airline, train, and trucking terminals, and shipping docks. Take orders and arrange pickup of freight for delivery to loading platform. Prepare and examine freight.	High-end: \$42,400 Median: \$35,790 Low-end: \$30,530	
Dispatchers, except police, fire & ambulance	CR	Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers. Duties may include using radio, telephone, or computer and compiling statistics and reports on work progress.	High-end: \$37,950 Median: \$29,810 Low-end: \$21,050	
Shipping, receiving & traffic clerks	CR	Verify and keep records on incoming and outgoing shipments. Prepare items for shipment. Duties include receiving, unpacking, verifying and recording incoming merchandise.	High-end: \$26,340 Median: \$21,290 Low-end: \$17,960	
Automotive body and related repairers	RC	Repair and refinish automotive vehicle bodies and straighten vehicle frames.	High-end: \$37,380 Median: \$31,250 Low-end: \$25,630	

Transportation, Distribution, & Logistics Occupations

Occupation	Interest Profile	Description	Wages	Outlook
On-The-Job Training				
Tire repairers and changers	R	Repair and replace tires.	High-end: \$23,250 Median: \$19,910 Low-end: \$16,700	
Bus drivers, transit & intercity	RSC	Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.	High-end: \$27,110 Median: \$24,270 Low-end: \$20,540	
Bus drivers, school	RS	Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.	High-end: \$28,280 Median: \$23,320 Low-end: \$19,360	
Truck drivers, heavy & tractor-trailer	RC	Drive a tractor-trailer or truck to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. Requires commercial driver's license.	High-end: \$36,410 Median: \$30,740 Low-end: \$25,860	
Truck drivers, light or delivery services	RC	Drive a truck or van with a capacity of under 26,000 GVW, to deliver or pick up merchandise or to deliver packages. May require use of automatic routing or location software. May load and unload truck.	High-end: \$34,110 Median: \$22,360 Low-end: \$17,040	
Taxi drivers & chauffeurs	RE	Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo.	High-end: \$20,680 Median: \$17,370 Low-end: \$12,990	
Industrial truck & tractor operators	RC	Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.	High-end: \$32,530 Median: \$26,820 Low-end: \$21,500	
Cleaners of vehicles & equipment	RC	Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses.	High-end: \$19,200 Median: \$16,340 Low-end: \$13,960	
Laborers & freight, stock, & material movers, hand	R	Manually move freight, stock, or other materials or perform other unskilled general labor. Includes all unskilled manual laborers not elsewhere classified.	High-end: \$24,670 Median: \$19,940 Low-end: \$16,560	

Investigating Careers

Sometimes our ideas about a career have little to do with its reality. This is why it is so important to investigate a possible career before you decide to pursue it. Unfortunately, this step in career planning is the one most often skipped, since it does take some effort. However, considering the effort (not to mention money) it will take to earn a degree or license toward your chosen profession, it is well worth your time. Just imagine spending four years and thousands of dollars earning a degree, only to discover that the job you thought you wanted is nothing like you thought it would be. It happens.

Even if you're certain you know what a career entails, and that you want to pursue it, investigating that career is still worth your time. It will give you the chance to learn what employers in your field are looking for in an applicant. You'll also make important contacts in the industry. Never underestimate the importance of letting employers in your field know who you are and that you are interested in what they do.

By reading career descriptions in this guide, you've already taken the first step toward investigating careers, but now it is time to take the next step. You'll find there are a number of great ways to begin exploring careers. They include:

- Informational Interviews
- Job Shadowing
- Internships
- Volunteer Work
- Part-Time or Temporary Work

Informational Interviews

Informational interviews are the most direct way to find out about an occupation and to establish contacts. They also take less commitment than internships or part-time employment. All you need to do is find someone who has the kind of job you want and is willing to talk to you about it. Don't be afraid that you are wasting their time; you'd be surprised how many professionals



are willing to share their experience with an enthusiastic newcomer. Such interviews may even be helpful to employers, giving them the chance to communicate exactly the types of skills and training they need in new employees.

Questions to ask:

You probably won't have a lot of time, so choose only a few important questions. Here are some ideas:

- How did you get into this type of work? This job?
- What type of preparation/education/training did you have? What is required?
- What do you enjoy the most about your job? The least?
- What three skills do you use most often on the job?
- Describe a typical day or week at your job.
- What motivates you?
- Describe difficulties you regularly face on the job.
- What are the advancement opportunities and limits?

- What must a person know to stay competitive?
- How does this job affect your home life?
- What are typical entry-level job titles and duties?
- Here are my strengths. How do they fit in this field?

When your time is almost up, end the interview. Thank the interviewee verbally and shake hands. Remember to ask for a business card, and to be referred to others who might be willing to grant you an interview. When you eventually do get a job, make sure to tell your interviewees about it—they'll want to know how your search ended.

Tips:

- Interview several people in each occupation – often people with the same job title perform very different tasks
- When you call, say how you got that person's name.
- Explain that you're seeking advice and experience
- Set a time limit for the interview (generally 15 to 20 minutes) and stick to it
- Take notes
- Do your research – you won't have a lot of time, so eliminate certain basic questions by researching about what the company does.
- Dress and act professionally
- Don't ask the person for a job in any way
- Follow up with a thank you note.

Job Shadowing

Job shadowing gives you a chance to directly observe someone on the job. You may spend anywhere from a few hours to a few days watching, listening, and asking questions as the employee performs his job. It's a great way to see firsthand the skills needed for a career you may be considering. Check out www.jobshadow.org for a complete job shadowing "How-To" guide.

Internships

Internships are basically short-term jobs that may last for a few weeks or a few months. They may be paid or unpaid positions, but for your time and labor, you'll gain on-the-job experience under the guidance of a supervisor, enhance your qualifications, and make valuable professional contacts.

Volunteer Work

Volunteer work may not earn you a paycheck, but it pays off in other ways. It looks great on a college application or resume, particularly if your work experience is limited. Like an internship, volunteer work gives you actual work experience and helps you make valuable professional contacts. Hospitals, schools, religious and political groups, child care and senior centers often need and welcome enthusiastic volunteers willing to give their time in exchange for practical experience.

Part-Time or Temporary Jobs

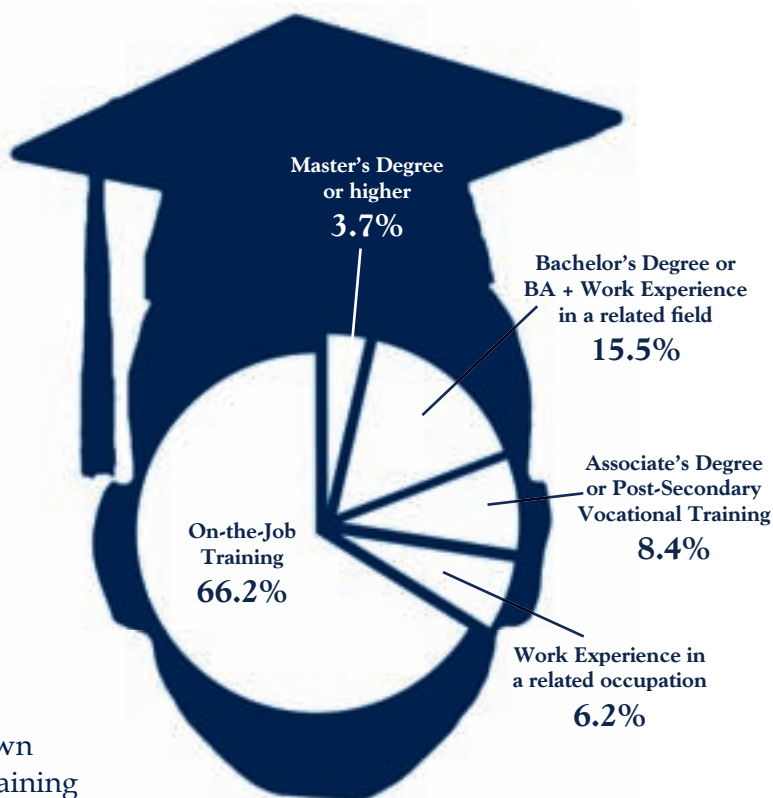
To many students, part-time and summer jobs are merely a way to earn some pocket money, but they don't have to be. Looking for part-time work related to your long-term career goals is a great way to gain experience, make contacts, and to help you decide if a certain career is right for you. If you haven't yet decided on long-term career goals, part-time jobs provide you with the opportunity to try out several types of work. Your part-time job may mean you have to deal with customers all day long, it may involve sitting in an office for long periods of time, or it may mean performing physically demanding tasks. Is this something you would enjoy doing on a permanent basis? Finding out you don't like something is as important as discovering the things you do enjoy. Remember, even if the part-time job doesn't turn out to be all that you'd hoped for, your good performance can provide you with great references for future positions.

The Road to Riches is Paved by Education...

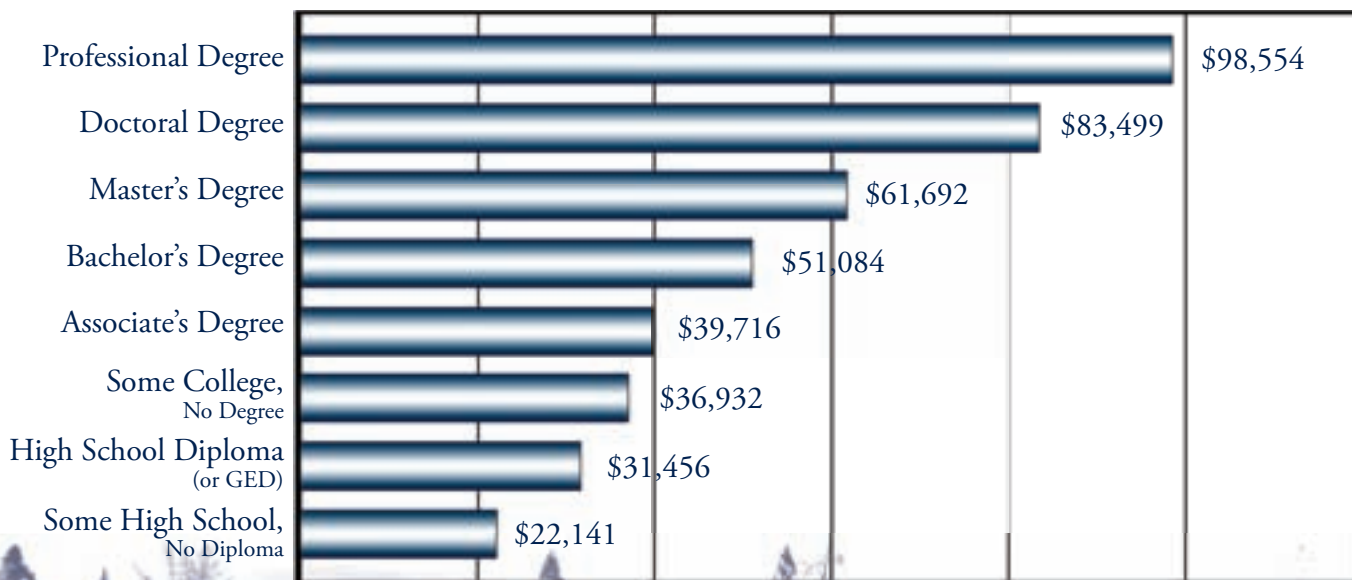
...or so the numbers suggest. The chart below shows that in the U.S., your level of education makes a substantial difference in the amount you earn. For example, the median earnings for someone with a Bachelor's (four-year) degree is more than twice that of a high school dropout, while people with professional degrees (doctors, lawyers, etc.) earned nearly four and a half times as much. But workers do not need that much education to earn a bigger paycheck; simply completing high school (or earning a GED) increases median earnings by \$9,315 annually. Those who graduate with an Associate's (two-year) Degree earn almost twice as much as those who don't finish high school. The numbers don't lie; education pays.

The pie chart to the right shows a breakdown of Montana jobs based on education and training levels. As you can see, well over half of the state's jobs require no education beyond high school. Keep in mind that these jobs generally pay less, and many Montanans work more than one job to make ends meet. The more education you have, the greater advantage you'll have in a competitive job market.

Montana Jobs by Training Requirements



Median U.S. earnings for year-round, full-time workers ages 25 and older, by educational attainment, 2003



Even if you're not sure you want to continue your education after high school, it is a good idea to choose your classes as if you were. That way, you'll have completed the required coursework should you change your mind later. But what classes should you take? The following lists detail course requirements for entrance into the Montana university system, as well as recommended courses for other training paths.

Entrance requirements for Montana's four-year university system:

English:

4 years - emphasis on written and oral communication skills and literature

Social Studies:

3 years - includes global studies, American history, government, economics, Indian history or other third year courses

Mathematics:

3 years - includes Algebra I, Geometry, and Algebra II

Laboratory Science:

2 years - includes earth science, biology, chemistry, physics

Additional 2 years chosen from the following:

- Foreign Language: (preferably two years)
- Computer Science
- Visual and performing arts
- Vocational education units

Math Standards:

ACT - 17 minimum on math portion,
SAT - 420 minimum on math portion, or
Advanced Placement Calculus Exam - 3 minimum

Detailed info available at:
www.mus.Montana.edu/hscp

You might be tempted to take on a less challenging schedule your senior year. Don't. Not only does this look bad to an admissions officer, it will leave you ill-prepared for the rigorous work you'll face in college.

Every college has its own admissions standards, so if you have a specific school in mind, be sure to find out about those standards well in advance, and use them to plan your high school coursework. However, chances are that you don't yet know which school you want to attend.

In that case, the best way to prepare is to take the most challenging schedule you can handle. Take advanced placement or honors classes whenever possible. Remember, a B in an honors course can look better to an admissions officer than an A in a regular course, because it shows you are willing to take on a challenge.

Most admissions offices look for a solid background in English, math, lab sciences, social studies, and foreign languages. If you plan to pursue a specific subject area, such as business or music, take these courses as well. If you have talent in arts or athletics, don't neglect them. A well-balanced application shows involvement in extra-curricular activities as well as strong academic work.

Recommended High School Courses for:

On-the-job training:

- Business math
- English (writing and reading)
- Computer science

Technical and two-year schools:

- Math - algebra, geometry, business math
- English - writing, speech, literature
- Social Studies - government, history
- Science - biology, chemistry, physics
- Computer science

4-year difficult admissions (i.e. ivy league schools):

- English - 4 years
- Math - 4 years (including calculus)
- Foreign Language - 2 years minimum in same language
- Science - 2 years laboratory science
- History - 2 years

What Type of Training Program is Right for You?

Too often, high school graduates enroll in a four-year college simply because they don't know what else to do. They often end up switching majors, dropping out, or transferring to a different school, all of which can mean wasted time and money. It is important to have a clear career goal in mind so that you can choose the right training program the first time around. Many high-paying occupations in Montana require only a two-year degree, which gets students into the workforce in half the time, and often with half the debt. So which type of program is right for you? This guide will give you a basic idea of the types of education and training programs available to you.

Colleges of Technology

Technical colleges tend to be career-oriented, offering mainly two-year programs that qualify students for employment in various technical fields. They offer associate's degrees, certifications, and specialized endorsements. Montana's colleges of technology are affiliated with the university system, and credits are transferrable should a student decide to transfer to a four-year school.

Montana has four colleges of technology. Those affiliated with Montana State University are located in Billings and Great Falls, and those affiliated with the University of Montana are located in Butte and Helena. Each offers a variety of programs and degrees. These include:

- Accounting
- Associate of Arts
- Automobile Collision Repair & Refinishing
- Aviation Science and Technology
- Business Management
- Computer Technology - Application Development
- Computer Technology - Networking
- Construction Technology
- Diesel Technology
- Drafting & Design Technology
- Electronics
- Fire Science
- Health Sciences - Medical Assistant
- Health Sciences - Paramedics
- Health Sciences - Practical Nursing
- Heating, Ventilation, Air Conditioning, and Refrigeration
- Interior Design
- Radiologic Technology
- Surgical Technology
- Welding & Metal Fabrication
- ...and more

Community Colleges

Much like technical colleges, community colleges offer two-year degree programs, along with specialized certification programs and endorsements. Community colleges tend to focus on the training needs of a specific community.

In Montana, many community colleges are affiliated with Native American tribes, and serve not only to educate and train the local workforce, but to preserve the traditions and culture of Montana's native peoples.

Specialized Trade Schools

Trade schools provide short-term programs (less than two years) that prepare students for specific careers, such as law enforcement, cosmetology, taxidermy, and radiology (see list p. 55).

Liberal Arts Colleges

Liberal Arts schools tend to emphasize broad knowledge in arts, sciences, and humanities rather than focussing on specialized career training. Programs and degrees offered vary widely by institution.

Public Universities

Universities offer Bachelor's (four-year) degrees in both the arts and sciences. Many also offer Master's, Doctoral, and Professional degrees. Majors and degrees vary widely by institution, so make sure to research a school thoroughly before applying.

Montana Colleges & Universities

Blackfeet Community College	P.O. Box 819	Browning, MT 59417-0819	406-338-5421 Ext. 243
Carroll College	1601 N. Benton Ave.	Helena, MT 59625-0002	800-992-3648
Chief Dull Knife College	P.O. Box 98	Lame Deer, MT 59043-0098	406-477-6215
Dawson Community College	P.O. Box 421	Glendive, MT 59330-0421	406-377-3396 Ext. 28
Flathead Valley Community College	777 Grandview Dr.	Kalispell, MT 59901-2622	406-756-3846
Fort Belknap College	P.O. Box 159	Harlem, MT 59526-0159	406-353-2607 Ext. 219
Fort Peck Community College	P.O. Box 398	Poplar, MT 59255-0398	406-768-5551
Little Big Horn College	P.O. Box 370	Crow Agency, MT 59022-0370	406-638-2228 Ext. 50
Miles Community College	2715 Dickinson	Miles City, MT 59301-4799	406-234-3513
Montana Bible College	P.O. Box 6070	Bozeman, MT 59771	406-586-3585
Montana State University - Billings	1500 University Dr.	Billings, MT 59101-9984	406-657-2158
MSU - Billings College of Technology	3803 Central Ave.	Billings, MT 59102	406-656-4445
Montana State University - Bozeman	P.O. Box 172190	Bozeman, MT 59717-2640	406-994-2452
MSU - Great Falls College of Technology	2100 16th Ave. S.	Great Falls, MT 59405	406-771-4300
Montana State University Northern	P.O. Box 7751	Havre, MT 59501-7751	800-662-6132
Mountain States Baptist College	216 9th St. N.	Great Falls, MT 59401	406-761-0308
Rocky Mountain College	1511 Poly Dr.	Billings, MT 59102-1796	406-657-1026
Salish-Kootenai College	P.O. Box 117	Pablo, MT 59855-0117	406-675-4800 Ext. 265
Stone Child College	RR1 P.O. Box 1082	Box Elder, MT 59521	406-395-4875 Ext. 222
University of Great Falls	1301 20th St. S.	Great Falls, MT 59405	406-791-5200
U of M - Montana Tech & College of Technology - Butte	1300 W. Park St.	Butte, MT 59701-8997	406-496-4178
U of M - Helena College of Technology	1115 Roberts St.	Helena, MT 59601	406-444-6800
University of Montana - Missoula	32 Campus Dr.	Missoula, MT 59812-0002	406-243-0211
U of M - Missoula College of Technology	909 S. Ave. W.	Missoula, MT 59801	406-243-7882
University of Montana - Western	710 S. Atlantic	Dillon, MT 59725-3598	406-683-7331
Yellowstone Baptist College	1515 Shiloh Rd.	Billings, MT 59106	800-487-9950

Specialized Trade Schools

Academy of Cosmetology	133 W. Mendenhall	Bozeman, MT 59715	406-587-1265
Academy of Nail & Skin Technology, LLP	928 Broadwater Ave. Ste. C	Billings, MT 59101	406-252-3232
Anaconda Job Corps Center	1407 Foster Creek Rd.	Anaconda, MT 59711	406-563-3476
Benefis Healthcare Sch. of Medical Tech.	P.O. Box 5013	Great Falls, MT 59403	406-455-5439
Benefis Healthcare Sch. of Radiologic Tech.	500 15th Ave. S.	Great Falls, MT 59405	406-455-2146
Big Sky Somatic Institute	P.O. Box 1262	Helena, MT 59624	406-442-8998
Blanco Blanco Cosmetology School	901 24th St. W.	Billings, MT 59102	406-652-2700
Butte Academy of Beauty Culture, Inc.	303 West Park	Butte, MT 59701	406-723-8565
College of Coiffure Art	1423 Wyoming Ave.	Billings, MT 59102	406-656-9114
Connole Morton Real Estate School	415 N. Higgins	Missoula, MT 59802	406-543-3269
Crevier's School of Cosmetology	134 First St. W.	Kalispell, MT 59901	406-257-2525
Dahl's College of Beauty	716 Central Ave.	Great Falls, MT 59401	406-454-3453
DAVRON Telco Training, LLC	3012 L Drive	Helena, MT 59602	406-227-1194
H&R Block Income Tax Schools	(7 locations in Montana - visit www.hrblock.com to find a school near you)		
Kickinghorse Job Corps	2000 Mollman Pass Trail	Ronan, MT 59864	406-644-2217
Missoula Valley School of Taxidermy	P.O. Box 1169	Thompson Falls, MT 59873	406-827-3170
Modern Beauty School of Cosmetology	2700 Paxson, Suite G	Missoula, MT 59801	406-549-9608
Montana Guide Training Center	22 Swamp Creek Rd.	Trout Creek, MT 59874	406-847-5582
Montana Law Enforcement Academy	2260 Sierra Road E.	Helena, MT 59601	406-458-2070
Montana School of Taxidermy & Tanning	3280 Green Meadow Dr.	Helena, MT 59601	406-443-0022
Royal Tine Enterprise, LLC	P.O. Box 809	Philipsburg, MT 59858	406-859-5138
Rtech College of Cosmetology, Inc.	618 Helena Ave.	Helena, MT 59601	406-495-8324
Sage Technical Service	3044 Hesper Rd.	Billings, MT 59102	800-545-4546
SkillTrain	1121 E. Broadway, Ste. 136	Missoula, MT 59802	406-541-7545
St. Vincent Hospital School of Radiology	P.O. Box 35200	Billings, MT 59107	406-237-4353
Trapper Creek Job Corps Center	5139 West Fork Rd.	Darby, MT 59829	406-821-3286

Apprenticeship Programs

<i>Union Apprenticeship Programs</i>	<i>Address</i>		<i>Phone #</i>
Billings Carpenters JATC	P.O. Box 671	Billings, MT 59103	406-259-6911
Billings Painting Trades JATC #167	530 S. 27th St.	Billings, MT 59101	406-259-6911
Billings Piping Industry JATC #30	P.O. Box 30616	Billings, MT 59107	406-252-9371
Boilermakers Local	P.O. Box 1406	East Helena, MT 59635	406-227-8747
Bozeman/Helena Carpenters JATC	P.O. Box 821	Helena, MT 59624	406-442-4326
Bricklayers & Allied Craftsmen #3	P.O. Box 1568	Plains, MT 59859	406-256-3016
Butte Carpentry Trades JATC	156 W. Granite	Butte, MT 59701	406-782-8542
Great Falls Carpentry Trades JATC	1112 Seventh S. RM 23	Great Falls, MT 59405	406-453-1301
Helena Auto Trades	1315 Prospect	Helena, MT 59601	
Kalispell/Missoula Carpenters JATC	208 E Main St.	Missoula, MT 59802	406-549-8067
Laborers AG.C (heavy, highway construction)	3100 Horseshoe Bend	Helena, MT 59601	406-442-9964
Missoula Plumbing Trades JATC	1026 5th St. W.	Missoula, MT 59801	406-549-3479
Montana Carpenters JATC	780 Carter Dr.	Helena, MT 59601	406-453-1301
Montana Dept. of Labor & Industry	P.O. Box 1728	Helena, MT 59624	406-444-4500
Montana Electrical JATC	P.O. Box 4177	Helena, MT 59604	406-449-7173
Montana Ironworkers JATC	P.O. Box 671	Billings, MT 59103	406-259-1703
Montana State Sheet Metal Workers JATC	P.O. Box 4048	Butte, MT 59702	406-533-0112
MTN States Line Constructors JATC	7001 S. 900 E. Ste. 240	Midvale, UT 84093	800-942-7472
Plumbers and Pipefitters Local #41	P.O. Box 3172	Butte, MT 59701	
U.S. Department of Labor	301 S. Park, Drawer 10055	Helena, MT 59626	406-449-5261
West Central Montana Painting Industry	P.O. Box 666	Great Falls, MT 59403	406-452-0889
Western States Boilermakers JATC	P.O. Box 1406	East Helena, MT 59635	406-227-9005



Higher Education is expensive. While it may pay off in the long run, you'll have to pay up front. Some people have college funds set aside by their parents, but most of us will need some help paying for school. Luckily for the rest of us, there are many types of financial aid available.

What is Financial Aid?

Simply stated, financial aid is money to help you pay for college. It comes from federal and state governments, banks, the schools themselves, and private donors. Some types of financial aid must be paid back, others do not. Like applying for admission to a school, there are strict deadlines in applying for financial aid, so make sure to find out about these deadlines well in advance.

Who Can Get Financial Aid?

The amount and kind of financial aid you get is based on your financial need, your academic record, and on the kinds of aid available at the school you attend. Each source of financial aid has its unique requirements, so you'll have to do some research to find out what types you are eligible for. Don't assume you won't be eligible. Not all financial aid sources are based on financial need, and most consider a combination of factors.

What are the Different Kinds of Financial Aid?

Grants

Grants are money given to you, based on financial need, that you do not repay.

The Pell Grant is a federal award to help undergraduate students pay for education beyond high school.

The Supplemental Educational Opportunity Grant (SEOG) is for undergraduate students with exceptional financial need.

Montana Higher Education Grant (MHEG) awards are based on financial need.

MTAP-Baker Grants are based on financial need and student earnings. Students must have \$2,600 in earnings to be eligible.

Student Loans

Loans are money that you borrow and repay when you complete or leave school.

The Perkins Loan is a low-interest loan for undergraduate and graduate students with exceptional financial need.

The Stafford Loan is a low-interest loan for undergraduate and graduate students attending school at least half-time.

Parent Loans for Undergraduate Students (PLUS) loans are made to parents of dependent undergraduate students enrolled at least half-time in an eligible school.

Other loans available

Institutional loans, deferred fee installment programs and short-term loan programs, Bureau of Indian Affairs and tribal loans, health profession loans, The Health Education Assistance Loan, The Health Professions Student Loan, and the Nursing Student Loan Program.

Scholarships

Scholarships are awarded by a variety of organizations and individuals, and do not need to be repaid. Scholarships may be awarded based on a number of different criteria, including academic performance, financial need, athletic or artistic ability, ethnicity, and field of study.

Work -Study Programs

Most colleges offer work-study programs, which provide part-time (20 hours or less per week) jobs for students with exceptional financial need. Jobs are usually on campus and are sometimes related to career goals or fields of study.

Military-Related Financial Aid

The U.S. Military offers four main Tuition Support Programs: Tuition Assistance, the Montgomery G.I. Bill, College Fund Programs, and Loan Repayment Programs. R.O.T.C. scholarships are also available. Go to www.todayismilitary.com to find out more.

Financial Aid Tips

- Soon after January 1st (if you're entering school in the fall) submit your Free Application for Federal Student Aid (FAFSA) by mail or on-line at www.fafsa.ed.gov.
- Each January, if you are planning to be in school next year, apply for financial aid again. Remember, you must reapply each year.
- Register with the Selective Service. It is required by law, and failure to register may prevent you from receiving federal financial aid.
- Drug charges may make you ineligible for federal financial aid.
- Find out about financial aid deadlines well in advance. Failure to meet a deadline may prevent you from entering school on time.
- If you are under 23, you will need to provide information about your parents' finances on most financial aid applications. Sit down with your parents and compile this information so you can use it on applications.
- Keep copies of all your admissions and financial aid documents
- Contact the financial aid offices of prospective schools and request information on grants and scholarships available through the school.
- If you take out multiple student loans, you may find it easier to pay them off if you consolidate them into one monthly payment. For more information, visit www.loanconsolidation.ed.gov, or the Student Assistance Foundation's website at www.safmt.org.

Tax Credits

Tax benefits can also help to lower the cost of your continuing education. Income restrictions may apply.

Hope Tax Credit

Provides a maximum tax credit of \$1,500 per eligible student per year to help cover the first two years of qualified expenses.

Lifetime Learning Tax Credit

Provides a maximum benefit of \$2,000 per family for all undergraduates and graduate study for qualified expenses.

Student Loan Interest Deduction

Allows you to deduct up to \$2,500 in student loan interest on your taxes. Includes loans used for higher education expenses at eligible institutions, including graduate schools.

Student Assistance Foundation (SAF)

The Student Assistance Foundation (SAF) provides students and their families with information and resources to help them finance their college (and other post-secondary) education. The SAF website, located at www.safmt.org, is quite possibly the most comprehensive source of financial aid information for Montana. Highlights of the site include:

- Student Loan Consolidation
- Free E-Book: "The Basics of Funding Your Education"
- Step-by step instructions on completing financial aid applications
- Links to Montana Schools' financial aid resource pages
- Grant Information
- Links to scholarship searches
- Financial Aid Calendar to help you meet deadlines

The Job Search

When most people think about looking for a job, they think of newspaper want ads. The truth is that 80 to 90% of all job openings are never advertised.¹

You might ask, "Then how do people ever find jobs?" The answer is **Networking**. In today's job market, it really is all about who you know. If this doesn't seem fair, remember that there is nothing stopping you from getting out there and meeting people in your field. In fact, that is your best bet when it comes to job hunting.

Making Connections

If you feel you're not especially "well-connected," consider that everyone you know, from family to friends to teachers, are "connections." Start your job search by telling everyone you know that you are looking for a job. They have connections of their own, and you never know who might have heard about a job opening.

But don't stop with people you already know. Find out which companies hire workers in your chosen profession and introduce yourself to the human resources director, or whoever makes hiring decisions. Let them know you are interested in their company, tell them what type of job you are looking for, and ask whether any positions are available, or will be available soon. Even if they don't have any openings, offer them a copy of your resume, and ask for a business card. You've just made a connection! The next time a position opens up, they just might remember you, especially if you check back with them from time to time and let them know you are still interested.

Also consider joining a social or professional organization. Chances are, someone in your local rotary organization, church, or rugby club works for a company that is hiring. Remember, the more people you know, the more likely that someone will give you the lead that lands you a job.

As important as it is to make professional connections, don't rule out job postings altogether. There are many different ways to look for jobs, and the more methods you try, the more likely you are to succeed.

Internet Job Search Engines

The Internet offers an ideal way to bring employers and employees together because information can be shared so quickly and easily. There are thousands of web sites on the Internet where you can post your resume or look for openings. Two of your best sources are Montana JobLINC at www.mtjoblinc.com or America's Job Bank at www.jobsearch.org.

Job Service Workforce Centers

Some of the most valuable resources for Montana job seekers are the Job Service Workforce Centers located throughout the state. Not only can they help you find job openings, Job Service staff can help you identify your skills, write resumes and cover letters, prepare for interviews, provide clerical and aptitude testing, and offer career counseling for those not sure of their future employment plans. They also have computers and software to aid your search, as well as printers, telephones, fax machines, and a library of books and career videos.

If you utilize your local Job Service Workforce Center, remember to BE PREPARED. You can expect to fill out a job application or register on the web, so you'll need to bring the following information:

- Your current address and phone number
- Your Social Security Number
- Names, addresses, and phone numbers of previous employers
- Dates of previous employment
- Names, addresses and phone numbers of three personal references

¹From the North Dakota Career Resource Network's "Career Outlook 2005-2006" www.NDCRN.com.

The Job Search

- Other relevant information, such as your driver's license number, union cards, copies of transcripts, or military discharge papers

You will also be interviewed by a Job Service consultant to determine your qualifications. There's a chance you'll be sent to a job interview directly from the Job Service Workforce Center, so dress appropriately.

Montana's Job Service Workforce Centers can be found in the following locations:

Anaconda

307 East Park
Anaconda, MT 59711
Phone: 406-563-3444
Fax: 406-563-7827
Job Hot-Line: 406-563-7826
E-mail: anacondajs@mt.gov

Billings

2121-B Rosebud Drive
Billings, MT 59102
Phone: 406-652-3080
Fax: 406-652-0444
Job Hot-Line: 406-655-0942
E-mail: billingsjsc@mt.gov

Bozeman

121 North Willson
Bozeman, MT 59715
Phone: 406-582-9200
Fax: 406-582-9210
Job Hot-Line: 406-582-9205
E-mail: bozemanjsc@mt.gov

Butte

2201 White Blvd.
Butte, MT 59701
Phone: 406-494-0300
Fax: 406-494-5481
Job Hot-line: 406-494-0338
E-mail: buttejsc@mt.gov

Cut Bank

501 East Main
Cut Bank, MT 59427
Phone: 406-873-2191
Fax: 406-873-5393
Job Hot-Line: 406-873-4407
E-mail: cutbankjsc@mt.gov

Dillon

730 North Montana
Box 1300
Dillon, MT 59725
Phone: 406-683-4259
Fax: 406-683-2903
Job Hot-Line: 406-683-4737
E-mail: dillonjsc@mt.gov

Glasgow

74 4th Street North
Glasgow, MT 59230
Phone: 406-228-9369
Fax: 406-228-8793
Job Hot-Line: 406-228-9523
E-mail: glasgowjsc@mt.gov

Glendive

211 South Kendrick
Glendive, MT 59330
Phone: 406-377-3314
Fax: 406-377-5831
Job Hot-Line: 406-377-5823
E-mail: glendivejsc@mt.gov

Great Falls

1018 7th Street S.
Great Falls, MT 59405
Phone: 406-791-5800
Fax: 406-791-5889
Job Hot-Line: 406-453-5556
TDD: 406-791-5882
E-mail: greatfallsjsc@mt.gov

Hamilton

333 W. Main Street
Hamilton, MT 59840
Phone: 406-363-1822
Fax: 406-363-1823
Job Hot-Line: 406-363-2726
E-mail: hamiltonjsc@mt.gov

Havre

160 First Avenue
Havre, MT 59501
Phone: 406-265-5847
Fax: 406-265-1386
Job Hot-Line: 406-265-1587
E-mail: havrejsc@mt.gov

Helena

715 Front Street
Helena, MT 59601
Phone: 406-447-3200
Fax: 406-447-3224
Job Hot-Line: 406-447-3222
E-mail: helenajsc@mt.gov

Kalispell

427 First Avenue E.
Kalispell, MT 59901
P.O. Box 1879
Kalispell, MT 59903
Phone: 406-758-6200
Fax: 406-758-6290
Job Hot-Line: 406-758-6297
TDD: 406-758-6224
E-mail: kalispelljsc@mt.gov

Lewistown

300 First Avenue North
Lewistown, MT 59457
Phone: 406-538-8701
Fax: 406-538-7249
Job Hot-Line: 406-538-5263
E-mail: lewistownjsc@mt.gov

Libby

417 Mineral, Suite 4
Libby, MT 59923
Phone: 406-293-6282
Fax: 406-293-5134
Job Hot-Line: 406-293-6282
Press option 1
E-mail: libbyjsc@mt.gov

Livingston

220 E. Park
Box 1199
Livingston, MT 59047
Phone: 406-222-0520
Fax: 406-222-1593
Job Hot-Line: 406-222-0533
E-mail: livingstonjsc@mt.gov

Miles City

12 North 10th Street
Box 1786
Miles City, MT 59301
Phone: 406-232-8340
Fax: 406-232-6270
Job Hot-Line: 406-232-6350
E-mail: milesjcitysc@mt.gov

Missoula

539 S. Third Street W
P.O. Box 5027
Missoula, MT 59806
Phone: 406-728-7060
Fax: 406-721-7094
E-mail: mslajsc@mt.gov

Polson

417-B Main
P.O. Box 970
Polson, MT 59860
Phone: 406-883-7880
Fax: 406-883-4564
Job Hot-Line: 406-883-3311
E-mail: polsonjsc@mt.gov

Shelby

1125 Oilfield Ave.
Shelby, MT 59474
Phone: 406-434-5161
Fax: 406-434-2351
Job Hot-Line: 406-434-5045
E-mail: shelbyjsc@mt.gov

Sidney

211 North Central
Sidney, MT 59270
Phone: 406-433-1204
Fax: 406-433-7453
Job Hot-Line: 406-433-6665
E-mail: sidneyjsc@mt.gov

Thompson Falls

2 Tradewinds Way
P.O. Box 669
Thompson Falls, MT 59873
Phone: 406-827-3472
Fax: 406-827-3327
Job Hot-Line: 406-827-4562
E-mail: ThompsonFallsJSC@mt.gov

Wolf Point

201 Main Street
Wolf Point, MT 59201
Phone: 406-653-1720
Fax: 406-653-1196
Job Hot-Line: 406-653-1194
E-mail: wolfpointjsc@mt.gov

For links to the individual Job Service Workforce Centers' websites, go to <http://wsd.dli.mt.gov/service/officelist.asp>

In most aspects of life, modesty is an important quality to possess. But it has no place in your job search. Chances are, your dream job will have many qualified applicants. If you want to convince the prospective employer that you are the best fit for the position, you must learn to market yourself. Don't downplay your accomplishments. Advertise them.

But what if your work history is less than spectacular. Perhaps you have no prior work experience, or you're been raising a family and haven't been employed in ten years? This is when marketing yourself becomes crucial. You can make up for your lack of work experience by focussing on your skills.

More and more employers consider the "soft skills" the most important ones to look for in a prospective employee. "Soft skills" are personal qualities, habits, and attitudes that are not necessarily acquired from work experience, but ones that make you a good employee. Some of the most important ones include reliability, flexibility, problem-solving, and communication skills.

One of the first things you should do to prepare for your job search is to identify your skills. Start by listing the following:

- Any previous employment
- Volunteer work
- Education
- Hobbies
- Day-to-day tasks
- Other experience involving skills

Now think about the tasks and duties involved in each of the items on your list. What skills did you learn and utilize for each activity?

If you're having trouble recognizing your skills, the Montana Career Information System (MCIS) is a great resource. MCIS's Micro-SKILLS program¹ takes you through the entire process of evaluating your skills.

Once you know what skills you have, you can begin matching them to specific jobs. Once again, MCIS can help. It allows you to select a specific occupation and find out which skills are the most important in that job. Knowing what skills an employer is looking for, and being able to match them up with your experience allows you to customize your resume to suit each position for which you apply. The following scenarios will demonstrate how this is done.

Situation #1

You are a high school student applying for a job in a retail store. You have no prior work experience because you have been so actively involved in extra-curricular activities, such as student government, forensics, and volunteer work at the local animal shelter. You may think you have nothing to market, but think again.

Student Government

- Teamwork ✓
- Working with the public ✓
- Listening ✓
- Speaking ✓
- Information gathering
- Evaluating
- Synthesizing
- Planning
- Analyzing
- Negotiating ✓
- Leading
- Decision Making
- Managing Resources ✓

Forensics

- Speaking ✓
- Listening ✓
- Verifying information ✓
- Competitiveness ✓
- Independent work
- Information gathering
- Persuading ✓
- Using knowledge ✓

Animal Shelter

- Dependability ✓
- Teamwork ✓
- Working with the public ✓
- Assisting/caring ✓

¹The Micro-SKILLS assessment can be accessed at your local Job Service Workforce Center. Most Montana high schools also have access to the program.

Marketing Yourself

For every check mark, you have another skill you can advertise in your cover letter and resume, as well as in the job interview. Marketing yourself in this way will give you the advantage over equally-experienced candidates who did not make the same effort.

Situation #2

You spent many years raising a family and now you need to get back into the workforce. You haven't worked for an employer in ten years so giving work-related references to a prospective employer is hard to do. But remember, raising a family takes a multitude of skills that often are underappreciated. If you were to apply for a job as a bank teller, what skills would be transferable?

The figure below shows the top 35 skills for bank tellers. Notice how many match the skills that the individual in situation #2 demonstrates that she has.

If you take the time to do this type of self-exploration, not only will you uncover skills you didn't know you had, you will gain confidence in your ability to market yourself to an employer. Once you develop this skill you will use it over and over again throughout your working life.

Household Finances

- Record keeping ✓
- Attention to detail ✓
- Categorizing ✓
- Verifying information ✓
- Using computers ✓
- Calculating ✓
- Estimating ✓
- Budgeting ✓
- Math reasoning ✓
- Evaluating ✓
- Analyzing ✓
- Using knowledge ✓
- Planning
- Decision making
- Managing resources



Raising Children

- Dependability ✓
- Flexibility ✓
- Assisting/Caring
- Stamina ✓
- Rapid Response ✓
- Stress Tolerance ✓
- Listening ✓
- Advising
- Safety of others
- Directing/leading ✓
- Impact of responsibility

Bank Teller Top 35 Skills

Skills to Select			5 Very Satisfying Skills Very	20 Somewhat Satisfying Skills Somewhat
06. Competitiveness	25. Creativity	49. Science Reasoning	10. Working with the Public 31. Following Procedures 33. Record Keeping 34. Attention to Detail 42. Using Computers	01. Dependability 02. Flexibility 03. Persistence 04. Integrity 05. Efficiency
	26. Aesthetic Judgment			
	28. Hazards Tolerance			
	29. Discomfort Tolerance			
11. Assisting/Caring 12. Performing 13. Instructing		58. Synthesizing	10 Moderately Satisfying Skills Moderately	07. Social Perception 08. Independent Work 09. Team Work 27. Stress Tolerance
	36. Installing	60. Planning		
	37. Inspecting			
	38. Repairing			
16. Motor Coordination 17. Stamina 18. Strength	39. Troubleshooting	63. Safety of Others	14. Finger Dexterity 15. Manual Dexterity 32. Categorizing 35. Verifying Information 45. Calculating 52. Speaking 53. Listening 57. Advising 62. Using Knowledge 70. Decision Making	30. Repetition Tolerance 48. Math Reasoning 50. Reading 51. Writing 54. Concentrating 55. Information Gathering 56. Evaluating 59. Analyzing 61. Active Learning 66. Confronting 72. Impact of Responsibility
	40. Controlling Machines	64. Persuading		
	41. Operating Vehicles	65. Negotiating		
	43. Programming	67. Initiating		
20. Sound Discrimination 21. Shape Discrimination 22. Color Vision 23. Depth Perception 24. Visualizing	44. Technology Design	68. Coordinating		
	46. Estimating	69. Directing/Leading		
	47. Budgeting	71. Managing Resources		

Screen shot from MCIS's Micro-SKILLS assessment

What is a Cover Letter?

A cover letter is a letter of introduction and expression of interest that you send to a prospective employer, along with your resume. Cover letters are, in some ways, more important than resumes. While resumes summarize your qualifications, cover letters should sell you to the employer. You want the letter to convince the employer to take action on your resume and invite you for an interview.

- The cover letter should be addressed to a specific person. If you don't know the person's name and title, call and ask.
- The cover letter should briefly explain why you are interested in the company and what you can contribute to the team.
- A cover letter should not merely repeat the contents of the resume; it should highlight only the most important parts of your resume, and expand on them.
- The cover letter should be brief and to the point. It should not go over one page.
- Don't use jargon or be too technical.
- A cover letter has three sections: the introduction, middle, and ending. Normally each section is limited to one brief paragraph.
- The most important point to get across in the introduction (first paragraph) is your reason for writing. (See sample cover letter.)
- The middle (second paragraph) covers your main qualifications and accomplishments, and the reasons you are interested in the job.
- The ending (last paragraph) is a request for an interview. One option is to restate your interest in the job or that you will call next week to see about setting a time for an interview.
- It is always important to follow up your letter with a phone call to make sure they received your application packet and to see where they are in the hiring process.

March 29, 2004

Mr. Kenneth D. Wilson
Personnel Manager Kwick Litho Service, Inc.
1405 Bridge Street
Missoula, MT 59851

Dear Mr. Wilson:

Yesterday, I talked with Mark Andersen, your representative at the Missoula job fair. From our conversation, I became very interested in applying for the offset press operator position. Kwick Litho Service, Inc. is a leader in the full-service printing operation and I am eager to offer my skills in graphic design and production.

Currently, I am enrolled in graphic production classes at The University of Montana. My course work has included a full range of printing tasks including design, three-color offset and web press operation, and the use of pre-sensitized and direct-image plates. After completing these courses next month, I would like the opportunity to put my training into practice in a position such as the one that you have advertised.

Would it be possible to schedule a time when I might visit you? I would like to talk with you about my qualifications and my interest in working for Kwick Litho Service.

Sincerely yours,

(skip four spaces for your signature)

Daniel Heidelberg
304 Newbury Street
Missoula, MT 598512
Phone: 406.555.6789

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A resume is a summary of your work experience and skills that employers look at to decide whether or not to grant you an interview. It is not a list of all the jobs you have ever held, but a statement of qualifications tailored to suit the specific job for which you are applying.

Types of Resumes

Chronological Resume

The chronological resume lists work experience in reverse chronological order, listing your most recent experience first. This is the most popular type of resume, and employers are most familiar with this style. This style is good to use when you have a steady work history and your work experience is relevant to the job you are seeking.

Functional Resume

Functional resumes summarize and stress skills and abilities, rather than your work history. This type of resume is good if you have little work experience, do not have a steady work history, or want to change careers.

Resume Writing Tips

- State a specific career objective.
- List your achievements. They are more impressive than vague qualities like "good work ethic."
- Keep it brief and to the point. One page of well-organized career highlights looks better than three pages of unnecessary details.
- Appearance is important. Make sure your resume looks good by not crowding the page with long paragraphs. Print it on high-quality resume paper, and proofread it several times to make sure it is perfect.
- Try not to use the expressions "responsible for" or "duties included." Instead use action verbs such as "assisted customers," and "repaired engines."
- Be honest and don't exaggerate your qualifications. Employers check your references, and you can lose your job if you are hired based on false statements.

Sample-Chronological-Resume

GAIL BELLCAMP
212 Maple Lane
Helena, MT 59624
(406) 555-2377 (home)
(406) 555-2389 (message)

OBJECTIVE

Full-time work as an Assistant Accountant.

EXPERIENCE

Accounting Clerk, Helena College of Technology. February 1998 to present

- Maintained accounts payable and receivable, general ledger, and payroll for an operations budget of \$700,000.
- Implemented new ledger process and management procedures that saved employee and management time.

Machine Forming Operator. ABC Company, May 1990 to October 1998.

- Read complex blueprint specifications to assemble, install, and align dies in press.
- Inspected work for conformance to specifications and made necessary adjustments
- Received Zero Percent Error Award, 1996, 1997.

Machine Tool Cutting Operator. ABC Company, March 1986 to May 1990.

- Planned work process and sequence of operations using blueprints and layouts.
- Set up and operated automated cutting machines.
- Performed routine maintenance, decreasing breakdowns by 40%.

EDUCATION

Associate of Applied Science, Accounting Technology. July 1989 to December 1989. Montana State University, Billings, MT.

COMPUTER SKILLS

Lotus 1-2-3, Microsoft Excel.

REFERENCES

Available upon request.

Sample-Functional-or-Skills-Resume

JAN MOSSIER
1140 Franklin Boulevard
Gardiner, Montana 59030
Home Phone: (406) 555-3773
Message Phone: (406) 555-2224

OBJECTIVE

To gain a technician assistant position in computer manufacturing.

SUMMARY OF SKILLS

- Able to solve and repair electronic equipment.
- Contribute to teams and create good work relationships.
- Energetic, hardworking, willing to learn.
- Basic understanding of IBM.

EXPERIENCE

ELECTRICAL SKILLS

- Built a TV scrambler from a circuit board in electronics class.
- Rewired lamps, repaired plumbing and appliances in home maintenance projects.
- Operated power tools (saws, drills, sanders) to cut and help frame buildings.

BUSINESS SKILLS

- Tracked and priced inventory with team to improve product availability to customers in grocery store.
- Greeted customers and helped them to find hard-to-locate items. Cashiered and calculated cash flow at the end of each shift.

COMPUTER SKILLS

- Set up and entered personal budget on Excel, using IBM computer.

EMPLOYMENT HISTORY

Stock Clerk/Cashier. Sunny's Market 1999-Present
Construction Helper. The Builder's Group Summers 1996-1998

EDUCATION

Gardiner High School, Gardiner MT 1999
Related courses: drafting, basic electronics, management

The interview is your opportunity to personally convince the employer you are the best person for the job. They have already read your resume, now they want to see how you conduct yourself in person. The most important thing to do in the interview is to project a positive attitude. According to employers, promising employees are those who are enthusiastic, friendly, motivated, and willing to accept tasks pleasantly. Show your interviewer that you are this kind of employee.

Interview Tips

- Try to find out as much as possible about the company before the interview. Visit the company's website and look for a mission statement and company history.
- First impressions are important. People often make up their minds whether or not they will hire a person in a very short period of time, so dress nicely, sit up straight, and make good eye contact.
- Pay attention to your appearance. Your hair should be neat, your fingernails trimmed and clean, and it is always a good idea to use a breath freshener.
- Take a copy of your resume, a notebook, and a pen with you.
- Plan to arrive 10-15 minutes early. Allow time for traffic or getting lost. Even if your excuse for being late is legitimate, your interviewer may see you as someone who makes excuses.
- If something does go wrong, call and let the interviewer know that you will be late.
- Be courteous to everyone you meet. Good manners show respect for yourself and others.
- Wait for an invitation to be seated.
- Be confident and enthusiastic. Let them know that you really want the job.
- If you are nervous, take a deep breath, and remember the worst that can happen is you won't get this job.

Interview Questions

Try to anticipate the types of questions the interviewer might ask you and rehearse your answers. If you don't understand a question, ask the interviewer to clarify. If you don't know an answer, be honest and just say so. Also think about questions you might like to ask the interviewer, as it shows a genuine interest in the company and the position you are seeking.

Typical interview questions may be something like:

"What are your strengths/weaknesses?"

"What are your long range career goals?"

"Why are you interested in working for this company?"

After each interview, think about what you did right and wrong so you can improve in the future. The more you interview, the more comfortable you will be with your next interview. Send the interviewer a short thank you note immediately after the interview.

What's Keeping You From Your Career?

Finding a job is not easy, and many of us face additional obstacles to being hired. Whether your obstacle is a disability, your age, or your situation in life, resources exist to help you find employment. The table below lists some of those resources.

Group	Description	Where can I go?
Adults Facing Barriers to Employment	Adults (22 years and older) who face barriers to employment and who are seeking assistance under the Workforce Investment Act.	Statewide Workforce Programs Ph: (406) 444-4571 Fax: (406) 444-3037 E-mail: wia@mt.gov www.wsd.dli.mt.gov
Blind Persons and Individuals with Physical or Mental Disabilities	Persons with any physical or mental disability that makes it difficult to find or keep a job.	Disability Services Division 111 Sanders Suite 307 PO Box 4210 Helena, MT 59604-4210 1-877-296-1197 (Toll free) dphhs.mt.gov/dsd
Dislocated Workers	Individuals who have been terminated or laid off generally due to plant closures or downsizing.	WIA Dislocated Worker Program Ph: (406) 444-4571 Fax: (406) 444-3037 E-mail: wia@mt.gov http://wsd.dli.mt.gov/wia/wiadislocatedworker.asp
Injured Workers	Workers who have been injured on the job	Employment Relations Division Department of Labor and Industry P.O. Box 8011 Helena, MT 59604-8011 Ph: (406) 444-7751 or 444-3089
Older Workers	Individuals 55 years or older who are economically disadvantaged.	Montana Senior & Long Term Care 1-800-332-2272 dphhs.mt.gov/sltc/financial
Veterans	Veterans who have served 180+ consecutive days on active duty, were released due to a related illness or injury, or have been in the National Guard or Reserves and were called to active duty during a war.	Contact your local Job Service Workforce Center (see page 59 for locations). wsd.dli.mt.gov
Displaced Homemakers	Individuals who have been dependent upon someone else for support and who through death, disability of a spouse, or divorce no longer have such support.	State Displaced Homemaker Program Ph: (406) 444-4571 Fax: (406) 444-3037 E-mail: wia@mt.gov www.wsd.dli.mt.gov



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P.O. Box 1728

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Ph: (406) 444-2430

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www.ourfactsyourfuture.org